

**Michigan Center Junior/Senior High School**  
**400 S. State Street**  
**Michigan Center, Michigan 49254**  
**517.764.1440**

**Superintendent**, Mr. Brady Cook  
**High School Principal**, Mrs. Lisa Falasco  
**Jr. High Principal**, Mr. Troy Allen  
**Athletic Director**, Mr. Chad Patrick  
**Jr./Sr. High Guidance Counselor**, Mr. Shawn Kiley  
**Testing Coordinator**, Mrs. Paula Gates  
**Food Service Director**, Mrs. Becki Nutt

### **SCHOOL HOURS**

7:40am to 2:30pm

Students may enter the building at 7:00 am and no earlier unless arrangements have been made with administrators prior to that day.

### **SCHOOL SCHEDULE**

*Students may enter the building at 7:00am*

1 <sup>st</sup> Period:	7:40-8:33	
2 <sup>nd</sup> Period:	8:38-9:31	
3 <sup>rd</sup> Period:	9:36-10:29	
4 <sup>th</sup> Period:	10:34-11:02	A lunch 11:07-11:32
5 <sup>th</sup> Period:	A 11:37-12:32	B lunch 11:37-12:02
5 <sup>th</sup> Period	C 11:07-12:32	C lunch 12:07-12:32
6 <sup>th</sup> Period	12:37-1:30	
7 <sup>th</sup> Period	1:35-2:30	

### **MISSION OF THE SCHOOL**

The mission of Michigan Center School District is to engage, challenge and motivate life-long learners towards excellence through innovation.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Students must pass their class to receive credit.

Listed below are the graduation requirements in total and by department for Michigan Center High School.

- One half credit is given per semester for each class successfully completed.
- Advisory will receive half credit per year; quarter credit per semester
- One and one-half credits are given per semester for each regular shift completed at the Jackson Area Career Center (may attend your Junior and Senior year).
- Attendance at Class Night is required to participate in the Commencement

### **REQUIRED CLASSES**

*See Guidance Office for Clarification of Graduation Requirements*

- 8 Semesters of English
- 8 Semesters of Mathematics
- 6 Semesters of Natural Science
- 1 Semesters of Physical Education/Health (9<sup>th</sup> & 10<sup>th</sup> Grade)
- 2 Semesters of Technology or Embedded in General Curriculum Equivalent to 2 Semesters
- 6 Semesters of Social Sciences
- 2 Semesters Visual, Performing, or Applied Arts
- 4 Semesters of Foreign Language Beginning with the Class of 2016
- Electives: additional classes a student will take to reach total credits required

CREDITS EARNED WILL BE SPECIFIC FOR EACH GRADE LEVEL AND WILL BE AWARDED AT THE BEGINNING OF THE SCHOOL YEAR ONLY.

## CONFERENCES

Traditional Parent/Teacher Conferences will take place in the fall and scheduled conferences by appointment only will take place in Marking Period 2 and 3. It is highly encouraged that you speak with your student's teacher to understand the progress your student is/is not making. Parents are responsible for supporting the learning of their student.

## Personal Curriculum

All students are entitled to a personal curriculum. A personal curriculum is a tool that is provided for in Michigan law 380.1278b that allows specific modifications to be made to certain requirements of the Michigan Merit Curriculum (MMC) in order to individualize the rigor and relevance of the educational experience. While the law specifies the areas in which modifications may be made for specific groups of students, the personal curriculum is intended to help make the MMC accessible to all students while maintaining the academic rigor required to uphold the integrity of the high school diploma. If a personal curriculum is requested we will grant your request following the rules/guidelines/policy provided by the Michigan department of Education.

## PROGRESS REPORTS

Progress reports are available through our online grading system. You may access this at any time. If you are unable to view this at home please call the office to schedule a time to come to the school to use the office computer to look up your students current grades. *Progress report cards will only be mailed home if requested by the parent/guardian.*

## REPORT CARDS

Report cards will be sent home with students for each marking period and mailed home at the end of the year. Please make sure parent contact information is kept accurate.

A=4.00  
A-=3.66  
B+=3.33  
B=3.0  
B-=2.66  
C+=2.33  
C=2.00  
C-=1.66  
D+=1.33  
D=1.00  
D-=.66  
E=0

## Honor Roll

Grade point average of 3.0 or above with no letter grade below a C-

## ATTENDANCE POLICY

A student's success in school is dependent upon his/her attendance in school. Our goal at Michigan Center High School is to have every student present every day for every class. We ask parents/guardians to sign students in and out in the main office. Thank you for cooperating with us in reaching our attendance goal.

*The Attendance Policy is based upon ten (10) days of absences for the entire school year. These absences are to be used for personal illness not documented by a physician or hospital and serious personal or family problems.*

*Excused absences that do not count toward the ten (10) day total allowed are:*

- Professional appointments that are documented from the professional office of service who have actually seen the patient (student) and turned in to the school office upon return to school.
- Serious personal or family problems including funerals.
- Homebound services
- Religious Holidays
- Behavioral Suspensions (Attendance Associated Suspensions are Not Excused)

- School Business
- Court Appointments
- Other as excused by administration

**Appropriate documentation must be turned in to the office within 24 hours of the absence for it to be excused. A medical excuse will only be valid if the student has been seen by the appropriate medical personnel.**

#### **Senior Attendance Policy for Excessive Absences**

According to the State of Michigan, 18 unexcused absences (based on each class period) for the school year has been determined as excessive. Any Senior who accumulates 19 or more unexcused absences per class period will not be allowed, but not limited to, take part in any of the following extracurricular activities: no participation in Class Night, Baccalaureate, and the Graduation ceremony.

#### **Senior Credits**

All Seniors must meet their credit requirements by the last day of school for Seniors (May) to be able to participate in graduation extracurricular activities: Class Night, Baccalaureate, and Commencement.

#### **ELIGIBILITY**

IA=Incomplete Due to Attendance which = E for eligibility calculation.

Career Center grades will be calculated on a weekly basis with grades to determine eligibility.

See Athletic Handbook for further eligibility explanation.

Eligibility calculations do not include summer school grades. Eligibility is based on the regular academic school year. Your fall eligibility is determined by your previous end of the school year grades (i.e. June report card determines September eligibility).

#### **Music**

Marching Band students will be required to pay a \$15.00 dry cleaning fee per school year.

Please be advised that Music Classes are performance based classes and may require performances over scheduled vacation breaks that are part of the class grade.

#### **Homecoming Court and Snowball Court**

Students who are elected to Homecoming Court will not be allowed to be elected to Snowball Court. One court per year policy-

Students who have been suspended or have had several referrals for discipline are not allowed to be on Homecoming or Snowball Court as determined by Administration.

#### **PASSES**

All students must carry a pass issued by a school employee to be in the hall during class time. The only times students may be in the halls without a pass is before and after school and during class changes. Failure to have written permission from an adult when asked to present it will result in a disciplinary action.

#### **TESTING OUT OF CLASSES**

Students that are enrolled in grades 11-12 at Michigan Center High School have the option of testing out of courses as provided in the school code. A class that a student failed must be repeated and does not apply to this option. Courses tested out will earn credit toward graduation.

An example would be a student who has taken private Spanish lessons and wants to see if he/she is ready for Spanish II, or a superior math student may feel he/she can skip a sequenced math class. Students wanting to "opt out" must pass a comprehensive final exam in the course. In order to obtain credit and be permitted to test out of a class the student must earn an eighty

percent (80%) on the comprehensive exam for that course. Performance based classes are not an option for testing out. Testing out arrangements must be secured in the counseling office prior to **June 1st** in order to be eligible for the 1<sup>st</sup> semester of the upcoming school year. The test will be administered one week prior to the start of the school year. For second semester arrangements must be made by **December 1st**. Tests for second semester will be given during exam week of 1<sup>st</sup> semester. *Students are limited to one per school year unless a valid student plan is in place for a student that has been approved by the counselor, administrator, and superintendent.*

### Senior Academic Recognition

You will be recognized academically in the following way:

Summa Cum Laude (With Highest Praise)***	3.75GPA-4.0GPA or Higher
Magna Cum Laude (With Great Praise)**	3.5GPA-3.74GPA
Cum Laude (With Honor)*	3.0GPA-3.49GPA

### Graduation Speeches

Students will be allowed to submit a written speech (unanimously) for the commencement ceremony to the committee (faculty members). The committee will select the best written speeches. Those speeches will then be presented to the committee and 1-3 speakers/speeches will be chosen to speak at graduation.

### Honors Classes

Honors classes and options may change year to year depending on class sizes and teacher availability. We cannot guarantee the same number or the same classes will be offered every year.

### Academic Letter Awards

An academic award will be given to any student having a grade point average of 3.25 or better each semester and no semester grade below a C-. The award will be given after a student completes at least two (2) semesters of a given year. Note: An IA (Incomplete due to absences) is considered a grade below a C-

### Michigan Virtual School (MVU)

If a student is enrolled in a MVU class and does not pass the class the student and/or parent is responsible for paying the cost for the MVU class. It is a privilege for students to take this class and for MC to cover the expense, therefore, we require students to take this class seriously and do their best. **Students must pass with a 60% or higher to receive proper credit** (as there are no exams). More information is given to students prior to enrolling. Please go over this information carefully.

### E2020

Students who fail an e2020 class are not allowed to retake that class on e2020. Any classes failed will result in a \$100.00 fee paid by the student by the end of the current school year.

### TESTING

7<sup>th</sup> and 8<sup>th</sup> Grade PSAT and M-STEP

9<sup>th</sup> and 10<sup>th</sup> Grade PSAT and M-STEP

11<sup>th</sup> Grade SAT/M-STEP

### DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment." Students who are enrolled as a full time student and have at least 1 high school course, and who has taken all higher level courses offered by MC are eligible to participate in postsecondary options.

1. 9-12 grade students are eligible. By June 1<sup>st</sup> of each year, a Dual Enrollment Agreement form must be submitted in order to participate in the program the following school year.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACT or PLAN. A copy of qualifying scores may be obtained from the counselor.

3. Eligible students may take courses for which there are no endorsements such as computer science, foreign language, history, political science or psychology as long as they have taken the EXPLORE, MME, ACT, PLAN or PSAT.
4. Students must be enrolled in both the local school district (MCHS) and the postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
5. A student may not request a college course in a subject area that is offered at MCHS. An exception to this could occur if the board of education determines that a scheduling conflict exists, which is beyond the student's control.
6. College classes taken during the day must coincide with MCHS master schedule and the student's schedule. Night classes and online classes are permitted. No time at MCHS will be missed if the student takes a night or online college class.
7. The college course must be academic in nature and must align with the student's college and career goals. Dual enrollment courses may not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity or religious education.
8. The school district will pay the student's tuition up to the allotted amount based on the statewide pupil-weighted average foundation allowance. The student is responsible for the remainder of the tuition cost (if there is any), books, transportation, and any other miscellaneous fees.
9. Dual enrollment courses may be taken for only high school credit, only post-secondary credit or both high school and post-secondary credit. It is important to check with the post-secondary institution you are planning on attending to make sure they will accept college credit used for high school and college credit. Some colleges will only accept courses used for college credit only.
10. The grade earned will be calculated in a student's grade point average at MCHS if the college class is taken during the school day. Night or online classes will not be noted on the student's high school transcript.
11. If the student does not receive a 2.0 or better in the college course (grade needed to transfer credits to other colleges) the student will be responsible for reimbursing the school district for the cost of the class. Students must obtain school district approval before dropping a course.
12. Dual enrolled students are responsible for attending the college course even if MCHS is not in session (ie. Spring breaks and winter breaks do not usually coincide).

### **CREDIT ADVANCEMENT**

Students wanting to advance credits during the summer months or outside the regular school day must follow the following guidelines in order to receive credit for their classes.

1. Classes will only be accepted from accredited colleges or universities within the State of Michigan.
2. Michigan Virtual Classes will be accepted as credit advancement.
3. All expenses will be the responsibility of the student and parent/legal guardian.
4. All courses must be approved by the high school principal and meet the High School Content Expectations for that course. The burden of proof falls on the student and parent/legal guardian in regards to the Michigan HSCE.
5. These courses will be accepted as credit only. The grades will not factor into a student's cumulative grade point average (GPA) and class rank.

### **TRANSFER STUDENTS**

Students transferring to Michigan Center High School from another school during their senior year will be required to enroll as a fulltime student for one full semester and earn at least three credits in order to qualify for a Michigan Center High School Diploma unless there is evidence of extenuating circumstances as determined by the counselor and the principal and approved by the superintendent. Transfer credit will be accepted from schools that are accredited by the state of Michigan. All credits will be evaluated on an individual basis and may require equivalency testing. No students other than those receiving a Michigan Center High School Diploma will be allowed to participate in the commencement ceremony.

## TRANSFER CREDITS

It is the policy of Michigan Center High School to accept transfer credits from new students. When a student moves into the MC area, all credits and cumulative GPA from their previous High School will carry over. The counselor will go over requirements for MC graduation status and submit/adjust accordingly.

## CREDIT RECOVERY

Students needing to obtain credit recovery in order to graduate from Michigan Center High School must adhere to the following regulations.  
*MC may limit the number of credits issued based on counselor and administrative review.*

1. All courses taken for credit recovery are at the expense of the student and parent/legal guardian.
2. Credit recovery courses must be approved by the high school guidance counselor.
3. Credit recovery courses will be accepted from the Jackson Career Center, Area Adult Education programs, MVHS or BYU online courses.
4. Credit recovery courses needed for graduation that are required under the Michigan High School Graduation must meet the Michigan High School Content Expectations. Elective credits will still be able to follow the guidelines listed above.
5. If a student fails an e2020 credit recovery class he/she will not be allowed the option to take another e2020 class during the school year or during summer school (if applicable).

## STUDENT SCHEDULE

Students will receive their schedule on PowerSchool. Changes might occur over the summer based on circumstances over which we do not have control (e.g., retirements, deaths, resignations, etc.). If there is a change in a student's schedule, he/she will be notified through student email and/or PowerSchool.

If a student wishes to change his/her schedule, all changes must be completed during the **Drop and Add Period**. Changes to schedules during the first week of school will only take place if there has been an error or circumstances out of our control. No schedule changes will be made after the first week.

Students who are interested in a schedule change for semester classes need to communicate with the counselor prior to the beginning of Second Semester. It is highly recommended that inquiries for changes take place the first week of January. Students will not be moved out of/into classes once the Second Semester begins.

## INCOMPLETE GRADES

An (I) Incomplete grade may be issued if student work has not been completed in a marking period. Incomplete grades are to be made up no later than two weeks following the end of marking periods 1-3 and within one week after marking period 4. The student is to contact the teacher about specific work to be completed within the required time. After two weeks if the work has not been made up the (I) will be changed to an (E).

## LOCKERS

Students will be assigned a locker with a combination lock to keep their belongings. There are no book bags permitted in the classrooms.

## WEARING APPAREL AND APPEARANCE

**Philosophy:** The students and faculty of Michigan Center High School advocate guidelines for dress which simultaneously protect dress as a form of symbolic speech, promote the educational goals of the school, and respect the morals and values of the community. Prohibited will be wearing apparel which violates the written dress code, or doesn't match our educational goals and values"

*Dress Code Is Currently Under Review with Student and Administration Committee August 2022*

**Specific Guidelines:**

1. Chains are not allowed.
2. Any apparel which promotes, displays, or advertises alcoholic beverages, tobacco products, or illegal drugs or substances of any kind is prohibited. Jackets displaying such may not be worn on school property.
3. Sunglasses inside the building during school hours are not allowed.
4. Shirts must meet the top of the skirt or pants. Tops should cover the belt loop area. (unless leggings/yoga pants: see #7) without adjustment while standing. All shirts must meet the width of 1.5 inches or more measured from the top of the shoulder.
  - Transparent shirts without an appropriate shirt underneath (ex: tank top, t shirt, skin is covered) is not acceptable
  - Off the shoulder shirts may be worn with a tank or bra that meets the 1.5 inch width under it.
  - Open back shirts may not show skin below the shoulder blades.
  - No muscle shirts.

**The high school has adopted a zero tolerance policy in regards to students displaying cleavage. Students must wear attire that completely covers their cleavage. Students in violation of this policy will be sent directly to the office. A second violation will result in an ISS. Multiple violations of this policy will result in out of school suspension.**

5. Shorts and skirts may be worn, but must have a length of a minimum of 6 inches from the top of the knee cap. Running and cheer shorts are prohibited during the school day unless they meet requirements.
6. The wearing of jeans, shorts, skirts or slacks with holes or tears is NOT allowed 6 inches from the top of the knee cap..
7. Spandex shorts (meet requirement of #5), skirts (meet requirement of #5), pants (of any color or pattern; including black) (i.e. legging/ yoga pants) must be covered to the top of your inseam. Students must be able to take a minimum of 5 steps without adjustment to the shirt to determine if it covers to the top of the inseam. Tights are NOT leggings and require shorts/ skirts of dress code length over the top.
8. Head coverings (hats, hoods, bandanas, visors, sweatbands, scarves, etc.) may not be worn in any way inside the building during school hours (religious requirements are exempt from this), including lunch hour. (Hats may be worn after last period classes or on special "dress up" days only as designated by the principal.) Hats must be placed in the locker or book bag and may not be carried openly.
9. Any apparel that is found to be offensive to staff or students will be reviewed by the administration on an individual basis.
10. The wearing of coats/jackets may be prohibited at teacher discretion.
11. Students may be asked to change clothing if their attire is inappropriate and/or call home for a change of clothes.

**Student must change clothes to resume their normal school day or remain in ISS**

*Failure to cooperate with School Dress Code will result in the following progressive plan:*

**Dress Code Discipline Process**

1st Offense: Lunch detention the day of offense or next available lunch

2nd Offense (or more): 3 hour ISS on a progressive scale

**MICHIGAN CENTER SCHOOL NUTRITION/FOOD SERVICES**

Our goal at Michigan Center Schools Food Service is to serve nutritious, appetizing and affordable meals to students. We believe good nutrition is the key to effective learning. Our computerized lunch program makes serving your student much faster and easier. Families with qualifying income are eligible to receive school meals at free or reduced cost. Federal guidelines are very clear that students may only receive a free or reduced price for a complete meal. Students choosing partial meals or snacks will be charged full price. We are happy to assist you and your family with any questions you may have regarding a complete meal.

Free and reduced meal applications are available online by going to: "<http://www.lunchapp.com>"

Students will be allowed to charge up to two meals (prior to Spring Break). After they have reached their two meal limit and do not make a deposit, they will be offered a peanut butter sandwich, fruit and milk.

Applications for the upcoming school year will not be processed until after August 1<sup>st</sup>. Applications completed online are processed within the day they are received. You will need your student's ID number which can be obtained from any of the school offices to fill out the meal application. There is a 10 day grace period for processing applications. Please send money with your student daily until you receive confirmation of your application status. Any negative balances are still the student's responsibility to pay back by May 1<sup>st</sup> of that school year. If you have a student participating in free and reduced lunch and your student has special diet needs there will need to be a medical statement on file. After Spring Break of any school year students will not be allowed to charge lunch, and ask that any monies owed be paid back by the close of that school year. Students not having money in their account will be offered a peanut butter sandwich, fruit, and milk. This will not be charged back to their account. Any balances not paid back at the end of the school year will postpone any charging ability for the student the following year until the debt is paid in full. Students will not be allowed to participate in graduation activities if they have an outstanding balance. All fees must be paid in order to participate. If you have any questions you may contact Becki Nutt @ 764-9121

#### 2022-2023 Meal Prices

Lunch: \$2.95

Breakfast: \$2.10

Milk: \$ .75

#### **VENDING MACHINES**

The vending machines will be off during school hours. Any mistreatment and/or vandalism of vending machines will result in the following discipline:

- 1<sup>st</sup> Offense: 3 Days Out of School Suspension
- 2<sup>nd</sup> Offense: 5 Days Out of School Suspension
- 3<sup>rd</sup> Offense: 10 Days Out of School Suspension and/or Pending Expulsion

*Students will be charged with any repair costs and all payment is due within 60 days of offense. Food Service has the right to press charges.*

#### **GUESTS IN THE BUILDING**

All guests must check in with the office immediately upon arrival.

#### **PERSONAL ELECTRONIC MEDIA DEVICES/Wireless Communication Devices (WCD) Guiding Principle Policy 5136**

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra curricular activities) and/or at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight. Teacher permission must be granted in order to use any WCD or personal electronic media devices in class. This policy may be updated during the school year as technology issues arise.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.



Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

**Discipline will be dealt with in a progressive manner unless the administrator determines the offense to be serious enough that progressive discipline is not warranted.**

**1<sup>st</sup> Offense students pick up electronic devices after school.**

**2<sup>nd</sup> offense a parent/guardian must be up the device for the student after school**

**3<sup>rd</sup> offense and more students will be issued Full Day ISS and parent/guardian must pick up devices.**

#### **Exclusions**

Personal headphones are permitted only in conjunction with school computers and with teacher instruction. Amplified speakers are never permitted.

#### **Recommendations**

Parents are strongly encouraged to provide their students with a permitted storage device.

#### **Electronic Device Discipline will be dealt with in a progressive manner:**

*If a student does not cooperate, and refuses to turn the device over to staff, the student will automatically be placed on a technology plan for the remainder of the school year.*

**1<sup>st</sup> Offense students pick up electronic devices after school.**

**2<sup>nd</sup> Offense a parent/guardian must be up the device for the student after school**

**3<sup>rd</sup> Offense and more students will be issued Full Day ISS and parent/guardian must pick up the device.**

**Students will be placed on a technology plan.**

#### **AGE OF MAJORITY**

Students 18 years of age or younger will abide by all rules and policies of the school. Students 18 years of age or older may be responsible for their own activities, providing they have a signed statement from their legal guardian.

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

Michigan Center School charges specific fees for the following 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. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

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

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades/credits and failure to participate in Commencement Exercises.

#### **SEMESTER GRADING AND EXAM POLICY**

1. All students in grades 9-12 shall be required to take finals in each of their classes.

2. A final exam or exhibition of mastery will be administered in all classes at the end of each semester.

3. Final exams will be calculated as 20% of the semester grade in **all** classes.
4. Semester grades will be calculated in all classes. In order to pass any high school class and receive credit for the semester, a student must receive passing grades on at least two of the three semester grade components (two marking period grades and final exam grade). Students who, in one semester, pass only one marking period, or pass only the final exam, will not receive credit for the course.

### **CHEATING**

Cheating and/or plagiarism will not be tolerated! A student will lose credit on the assignment (1<sup>st</sup> offense) where cheating and/or plagiarism has occurred. Continued cheating/plagiarism (2<sup>nd</sup> Offense or More) will result in a loss of credit.

### **STUDENT DRIVING**

1. A driving permission slip must be acquired in the office, filled out completely by the student, and signed by a parent or guardian.
2. Unauthorized vehicles, or vehicles parked illegally or incorrectly will be ticketed or towed away. Student vehicles must be parked in the student lot **and registered with the front office**
3. Unauthorized driving during the school day, or reckless or careless driving will result in one of the following:
  - loss of driving privileges for a period of one week and possible report to the police.
  - reporting of the offense to legal authorities and one month suspension of driving privilege.
  - up to a seven-day suspension from school and loss in driving privileges for the rest of the year.
4. Driving is a privilege and not a right. Student drivers are urged to drive with extreme caution near all school buildings before and after school when many student walkers are in the area.
5. Students are not to return to their cars during the school day or to loiter in the parking lot or in their vehicles during the lunch hour. Any student who needs to return to his/her car for any reason during the school day must secure permission in the office with a written request from the teacher.
6. Career Center students may not drive to the Career Center without prior written permission of both their Career Center instructors, principal and parents. A bus is provided for all students to ride to and from the Career Center. Violation of this policy will result in suspension from school and eventual expulsion from the Career Center.
7. Students are not allowed to "cut" through parking lot or drive across parking spaces.

**No Skateboards or Hoverboards allowed in the school building or on school property during the school day and at school activities.**

### **BUS TRANSPORTATION REGULATIONS**

*Random video recording of students on any particular bus will be done to monitor student behavior.*

The following rules and policies will be in effect for all students who use our bus transportation system (we will only provide bus services for our students...no other adults/parents/friends/relatives are allowed to ride the school bus unless approved for a field trip):

1. Obey all directions given by bus drivers.
2. Observe normal classroom conduct (e.g., no loud talking or

shouting, no profane language or gestures) while getting on or off and while riding on the bus.

3. Stay off the traveled roadway at all times while waiting for the bus. Whenever possible, stand at least 3 feet from the side of the road at the bus stop.
4. Wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. Cross in front of the bus so that you can be seen by the driver.
6. Refrain from looking in the mailbox until the bus has safely left the stop.
7. Be at the designated bus stop ready to board the bus 5 minutes prior to your scheduled time. Drivers are responsible for maintaining a schedule and cannot wait for tardy students.
8. Walk to and from central pickup and unloading points. Students will not be required to walk more than one and a half (1.5) mile along a regular route.
9. Occupy the seat assigned by the driver and refrain at all times from moving seat to seat while the bus is either in motion or stopped.
10. Students must sit in the seat in such a manner that they are visible to the driver at all times; keeping the aisle clear.
11. Close windows at driver's request.
12. Keep all body parts inside the bus at all times.
13. Stop all talking at railroad crossings until the whole bus has cleared the rails.
14. Students must get off at their regular stop unless they have a written note to get off at another stop on their assigned regular route.
15. There is to be no eating or drinking on the bus.
16. Glass containers will not be permitted on the bus unless they are packed or wrapped in a manner which will prevent breakage and possible injury to others.
17. Large instruments and other items not capable of being placed on the rider's lap or on the floor between the rider's feet will not be permitted on regular daily bus runs.
18. Students not normally assigned to ride buses will not be permitted to ride unless prior approval has been obtained from the office.
19. Possession of matches, lighters, flints and other fire starting materials will be cause for suspension from bus riding privileges.
20. Students who normally ride buses will not be able to change buses without prior approval from the school office.
21. **No pictures or videos taken on the bus with cell phones, etc. of any person(s) on board the bus.**
22. When listening to music on a personal device, earphones/buds must be used.
23. If a student is going to be off the bus for any reason for longer than (3) days i.e. vacation, temporary living situation, etc. The transportation office must be called so the driver can be notified.

**CHRONIC MISBEHAVIOR ON THE BUS MAY RESULT IN ANY OF THE FOLLOWING:**

*Any write ups must be signed by the parent/guardian and returned with the student to be able to get back on the bus.*

- a. removal from the bus for up to a week or more;
- b. removal from the bus for the balance of the school year.

**AFTER SCHOOL**

Students who are part of an athletic team, club, or program must report immediately to the adult in charge of their after school program. Students who are not part of an after school program must be off school grounds upon dismissal (2:30pm). There is no loitering or hanging out in the building or grounds after school. Discipline and Trespassing Charges may/can take place.

### **The Cardinal Way: Positive Behavior Support**

We strive to support students and assist them in developing lifelong positive social skills and behaviors. Our expectations in the classroom, cafeteria, gym, locker room, hallway, bathrooms, etc...are encompassed in four key actions: being **RESPONSIBLE, RESPECTFUL, SAFE, and ENGAGED**.

### **Positive Behavior Support Process**

If a student is struggling with their behavior in school they may be referred to our Behavior Interventionist. This interventionist will meet one on one to process the student behavior, redirect and assist with processing his/her actions, assist students with being accountable and repair student interaction. A student may be asked to fill out a reflection form, be part of a small group that meets regularly for support, and meet with the teacher, our counselor, or the principal. Each situation is handled on an individual basis with the goal of returning the student to class in a positive manner.

*This is in conjunction with our current discipline policy.*

### **Confidential Student Reporting**

Harassment, bullying, suicidal thoughts, depression, abuse...you may report for yourself or someone you care about confidentially by going online to **OK2SAY** [www.michigan.gov/ok2say](http://www.michigan.gov/ok2say) .

### **STUDENT DISCIPLINE POLICY**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. It is also important to remember that parents have the most influential role with their student's behavior by setting expectations at home and holding their student socially accountable.

*This is not an all inclusive list stated below. Administration has the right, depending on the circumstance, to determine appropriate discipline based on the individual situation and actions regardless of the progressive discipline steps below. These steps act as a guideline and do not apply to all situations.*

### **IN SCHOOL SUCCESS (ISS)**

A student who breaks a nonnegotiable/minor offenses will be assigned three (3) hours of ISS. Students will be allowed to work on class work at this time. It is the responsibility of the student to make up any class work that was missed due to his/her choice to not follow the rules.

### **IN SCHOOL SUSPENSION (ISS)**

A student may be assigned ISS for behavior offenses. This may be an all day assignment, per class period, or for more than one (1) day. ISS days will be served consecutively if a student is issued more than 1 at a time.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **TOBACCO FREE ZONE**

Michigan Center High School is a Tobacco Free Zone. No smoking or use of Tobacco products during school hours or on school property (including field trips/school bus/etc...). No Tobacco products and/or packaging and/or paraphernalia, including E-Cigarettes and vaporizers, are allowed on school grounds (on person, in locker, vehicle, or other student and school property).

### **Discipline**

#### **Use of and/or Distribution of Tobacco/Vape/Paraphernalia During School Hours:**

1<sup>st</sup> Offense 5-10 Day Suspension, 2<sup>nd</sup> Offense 10-15 Day Suspension 3<sup>rd</sup> Offense and more: 15 Day or More

#### **Possession of Tobacco products/Vape/packaging/paraphernalia:**

1<sup>st</sup> Offense 3 Day Suspension, 2<sup>nd</sup> Offense 5 Day Suspension 3<sup>rd</sup> Offense and more: 5 Day or More

### **Alcohol and Marijuana Free Zone**

Use of and/or possession and/or distribution of marijuana and/or alcohol on school grounds or a school affiliated trip: 1<sup>st</sup> Offense 10-20 Day Suspension, 2<sup>nd</sup> Offense 20 or more Day Suspension, 3<sup>rd</sup> Offense Student Discipline Hearing

### **BEHAVIOR OFFENSES**

#### **Zero Tolerance No Fighting Policy**

10 Days Out of School Suspension with a 5 day In/5 day Out Option

#### **Category A: Misconduct**

1. Intention to harass, cause minor discomfort, and/or horseplay
2. Threatening, taunting, provoking, and using verbally abusive language toward another student.
3. Inciting others to hit, push, grab, or fight. (subject to more severe consequence)
4. Action by students in the hall and on the grounds that creates distraction and/or disruption during school hours. This includes loitering during and after school hours, individually or in groups.
5. Refusal to return to class when directed by a teacher or school personnel.
6. Falsifying school forms or records or signatures of teachers, school officials, or parents; perjury; plagiarism.
7. Being on parts of school grounds designated as off-limits (e.g., the parking lot during lunch hour).
8. Being in possession of a water-spraying device or other item of potential disruption.
9. Outward showing of affection other than holding hands.
10. Rude/disorderly conduct in the cafeteria including throwing food, leaving food and wrappers on the table and the floor area.
11. Use of profanity in school or at school sponsored events.
12. Skipping classes (see attendance policy)
13. Misconduct at an assembly (student may lose privilege of attending future assemblies).
14. Misconduct at after school event

#### **Category A: Corrective Actions**

At the discretion of the principal, any of the following may be used, alone or in combination: Students must be aware that repeated offenders will be handled more severely.

- Parents contacted
- Detention, before or after school, or during the lunch hour.
- Isolation from school extracurricular activities for a period not to exceed ten school days.
- Counseling and review of academic needs.
- Alteration of schedule.
- Misconduct at after school events will result in a suspension in attending further events. Further misconduct could result in permanent suspension of attending after school events.
- If the student is involved in repeated Category A offenses and other corrective actions have failed, the principal may suspend the student for up to five days.
- If the student is suspended three times within a year for repeated Category offenses, the principal may recommend to the Superintendent that the student receive a long term suspension.

#### **Category B: More Serious Offenses**

1. Chronic and serious disruption of learning in more than one

class in which a student is enrolled.

2. Disrespectful behavior (i.e. speech, tone, or gestures towards school personnel, and/or school property as well as insubordination.)
3. Refusal to obey a clear and responsible order of a teacher or school personnel.
4. Stealing or damaging the property of others.
5. Fighting and/or assault.
6. Vandalism, or the willful destruction of property.
7. Obscene behavior.
8. Arson.
9. Carrying of weapons or look-alike weapons.
10. Extortion.
11. Possession or use of fireworks.
12. False fire alarms.
13. Bomb threats
14. Use and/or possession of any tobacco product or lighting devices and/or drug paraphernalia.
15. Sexual Harassment. This includes touching another person in a sexual and/or inappropriate manner.

#### **Category B: Corrective Actions**

At the discretion of the principal, any of the following may be used alone or in combination:

- Parent conference
- Contact legal authorities.
- Suspension.
- Student placed on probation. Any violation of the discipline policy will result in expulsion.
- Immediate recommendation for long term suspension or expulsion.

#### **Category C: Dangerous or Illicit Substances**

1. The use and/or possession of drugs (including marijuana and prescription drugs not issued specifically to the student by a physician) on school grounds or at a school-sponsored activity.
2. The use and/or possession of alcoholic beverages or illicit substances on school grounds or at a school sponsored activity.
3. The sale and/or distribution of either drugs or alcohol on school grounds or at a school-sponsored activity.
4. Students may not be on school grounds while under the influence of any illegal substance. Students attending any school activity while under the influence will be subject to search, legal actions, and discipline at the discretion of administration. .
5. Students who threaten to "kill" or "harm" another individual verbally or in written form.

#### **Category C: Corrective Actions.**

At the discretion of the principal, any of the following may be used alone or in combination:

- Parent conference
- Contact legal authorities.
- Suspension.
- Student placed on probation. Any violation of the discipline policy will result in expulsion.
- Immediate Suspension pending student discipline hearing.
- For sale and/or distribution, possession, contact legal authorities, immediate suspension, long term suspension, and/or recommended for expulsion.

## **HARASSMENT**

Harassment by students or staff will not be tolerated. Sexual harassment, as defined by Title IX and the Michigan Civil Rights Act, is "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment." Any student or staff who feels he/she had been a victim of sexual harassment or any kind of harassment should report the incident immediately to school officials. Any student or staff person guilty of subjecting another to harassment will be subject to disciplinary action, according to the terms of this handbook and category B offense of the district's sexual harassment grievance procedures.

## **DANGEROUS WEAPONS POLICY**

The Board of Education is continually concerned about the safety and welfare of district students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State Law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone, which includes district buildings or property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, box cutter, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns, explosive devices, and look-alikes.

## **SUSPENSION**

The following procedure will be followed in suspending students:

1. The student and principal will discuss the problem.
2. The student will be notified that he or she is suspended.
3. The parents will be contacted by phone or by letter.
4. During the period of suspension, a student will not participate in any activities sponsored by the school.
5. Students who have an Out of School Suspension can receive full credit for their missing work after the completion of their OSS. Students are responsible for collecting their missing work from teachers upon their return. Students will have the same number of days to complete missing work as they were issued for their suspension.
6. Any student or parent/guardian who would like to appeal regarding a suspension may state his or her case in writing to the Superintendent of Schools. If the student or parent/guardian desires to continue this appeal beyond the superintendent, the appeal may be taken to the Board of Education.
7. In the event of the principal's absence, a designee of the principal or the superintendent will have the authority to suspend. Any reference to the principal above will also refer to the designee or the superintendent.
8. When suspended, the teacher will be notified and the student may make up work missed; credit is optional at the discretion of the teacher. Teachers will notify students of their policy at the beginning of each semester on their course syllabi.

## **Long Term Suspension and/or Expulsion**

The purpose of a long term suspension or expulsion is to completely remove the student from the school setting permanently or for a long period of time because of chronic or serious violation of school rules and regulations. The following procedure will be followed in recommending long term suspension and/or expulsion:

1. The student and principal will discuss the problem.
2. The principal shall recommend long term suspension and/or expulsion to the superintendent.
3. The student shall be suspended from school pending the decision of the superintendent.
4. If the superintendent believes that the long term suspension and/or expulsion is in order, he/she shall recommend it to the Board of Education.
5. The suspension shall continue pending the decision of the board.
6. Any recommendation of long term suspension and/or expulsion made by the superintendent shall be in writing and shall set forth the alleged grounds.
7. A copy of such recommendation shall be furnished forthwith to the parent or guardian having custody of such student.
8. The Board of Education shall set a time for a hearing upon receipt of a recommendation for long term suspension and/or expulsion. Said hearing, at a regular or special meeting of the Board of Education, shall be within ten (10) days from the date of the receiving of such recommendation.
9. The hearing may be postponed or adjourned at the request of the parent or guardian of such student.
10. The student and his/her parent/guardian shall have the right to be represented by an attorney and to present evidence on behalf of such student of any hearing on a recommendation of long term suspension and/or expulsion.
11. Evidence may be presented in written or oral form.
12. A hearing on expulsion is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
13. The board will determine whether the pupil shall be expelled at the conclusion of the meeting.

#### **COOPERATION BETWEEN LAW ENFORCEMENT AND THE SCHOOL**

Cooperation between Law Enforcement and the school involves cases in which police request permission to question students during the school day or when police are called by the school to help in the questioning of students. Whenever it is necessary for Law Enforcement to question a student, the following practices will be observed:

1. The law officer must present reasonable evidence to the principal that questioning is necessary.
2. The questioning will be in private in the office at the student's request.
3. The principal or his or her designee can be present during the questioning, although police officers have the right to question students at any time.
4. Student records and communication remain confidential and will not be turned over to the police unless the student or parent gives permission for their use.
5. Permission must be obtained from a parent or guardian before a student is removed from the school premises. The only exception to this relates to cases of felony or cases of misdemeanor committed in the presence of a law enforcement officer.
6. In the case of #5, the school will inform the parent/guardian of the action immediately by telephone, if possible.



## **MICHIGAN CENTER JR/SR HIGH SCHOOL COMPUTER ADMINISTRATIVE RULES**

The Michigan Center School System recently spent over \$100,000 in the development of two computer labs which are networked to the Library in the Jr./Sr. High School Building. In addition, the Internet has been connected to allow student and staff use of outside resources. Students and staff of Michigan Center Jr./Sr. High School are encouraged to use these labs in daily instructional endeavors wherever education would be enhanced through the use of computers as tools for learning. In order to insure that the labs remain functional for this purpose the following rules have been established:

1. Users must report any software/hardware problems to the Teacher in charge.
2. All files written by students to be saved must be written to floppy disks provided by the Teacher and held in escrow.
3. No outside software is to be used on any machine.
4. Games are not to be played in the labs by visiting students (classes).
5. No food, drinks or candy are allowed in the labs at any time.
6. Pirating of software may result in prosecution, suspension and/or permanent removal.
7. Users may not write to or alter any files on the file server.
8. Damage to hardware through misuse may result in restitution, suspension, and/or permanent removal of the user.
9. Users are responsible for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format. Violations may result in prosecution, suspension and/or permanent removal of the user.
10. Users must adhere to copyright guidelines in the use of hardware and software and in the transmission or copying of text files on the Internet or from other resources.
11. Users may not use the school technology or equipment for personal or private business, product advertisement or political lobbying, or for making any financial commitment on the Internet.
12. Users may not use school technology or equipment to disrupt the use of technology by others, to harass or discriminate against others, and! or to infiltrate unauthorized computer systems.
13. Staff members may establish other reasonable rules for the operation of equipment and software appropriate to educational use.
14. Any violation, or support of any illegal activities, through the use of Michigan Center School's equipment and Internet connections will result in disciplinary and legal action.
15. My Space and any other personal chat rooms are forbidden.
16. Violation of any of the above shall result in possible suspension, loss of computer use or expulsion.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

7540.03

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and

research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/ filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/ Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using email, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., 'hacking') and other unlawful activities by minors online.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

- H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
- 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
- 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
- 18 U.S.C. 2256
- 18 U.S.C. 1460
- 18 U.S.C. 2246

## **CLUBS**

The Board of Education is of the opinion that extracurricular and/or interest clubs are a welcome addition to school life and that they serve to facilitate instruction in several areas. Permission of the

superintendent and the principal along with an adult sponsor are required to form a club.

In accordance with the Public School Laws of the State of Michigan, there will be no secret societies or organizations. Membership in a secret society will result in expulsion of the student from Michigan Center Public Schools.

#### **STUDENT SALES**

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

#### **USE OF CLASSROOM PHONE/TEACHER COMPUTER**

Students are not allowed to use the teacher's computer or classroom telephone; unless a student is informed by the teacher or office personnel to use the classroom phone to make an emergency call. A telephone is available to students in the office for emergency use and computer labs/library is available for student use.

#### **LOST AND FOUND**

The lost and found area is in the Main Foyer. Unclaimed items will be given to charity at the close of the school year. The school is not responsible for loss of or damage to personal valuables.

#### **STUDENT MEDICATION**

Prescribed medication must be submitted to the office upon arrival to school. A written prescription and instructions from the physician must be turned in with the medication. A parent/guardian and physician will be required to fill out a medication form to be on file at the school. You may get this form from the main office.

Nonprescription medication must be submitted to the office upon arrival to school with a note from a parent/guardian. A parent waiver must be signed for the school to administer the medication to the student.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provision code.

#### **SCHOOL DANCE POLICY**

All dances must be approved at least seven days in advance by the principal. High school dances are limited to members of the student body in grades 9 through 12

The advisor and groups sponsoring the dance will be responsible for seeing that the following procedures are carried out:

1. Organizations sponsoring a dance must guarantee at least 3 adult chaperones. There must be at least one other faculty member in addition to the advisor.
2. A guest list will be kept by the office secretaries in advance of the dance. Students wishing to bring one guest from another high school must submit the name of the guest and the school which the guest attends to the secretary at least three days in advance of the dance. The principal will screen the guest list by contacting the principals of the guests' schools for a reference. All Michigan Center High School graduates, under 21, may attend the dance provided they are signed up in advance of the dance (as stated above). No graduates from other schools will be allowed at dances, other than Prom and must be under 21 years of age.
3. Any student whose guest creates a problem or disturbance at a dance will lose his/her privilege to bring any other guests to subsequent dances.
4. Only the specific entrance to the building will be open for

admittance to the dance. Academic areas are off limits during the dances.

5. An adult chaperone must be at the admittance table at all times and must help students check in guests. (see #2 above)

6. Any student or guest who leaves the dance may not return, except with prior permission of a chaperone.

7. Advisors are urged to arrange for the school's Sheriff Liaison Officer to attend all dances.

8. Appropriate school conduct and dress are expected at all dances and all policies of the school will be enforced during dances. Any Michigan Center student whose conduct is inappropriate during a dance will be subject to disciplinary action as described in this handbook, and may be excluded from subsequent dances.

9. Students who are suspected of using alcohol will be subject to a Breathalyzer test. Suspected use of any illegal substance will be dealt with according to handbook policy. Police will be called.

10. All dancing must be appropriate for a school dance. Overtly sexual dancing will not be tolerated (i.e. "grinding"). Any students dancing inappropriately will be asked to leave.

11. Prom is a formal dance for juniors and seniors of Michigan Center Senior High School. Tickets will be sold to the juniors and seniors in advance of the prom. Juniors and seniors who bring a guest will be responsible for him/her at the dance. Guests must be registered in the office by Thursday of Prom week. Guests who are not registered or who attempt to enter prom with someone other than the person with whom they are registered will not be admitted.

As with all other extra-curricular activities, school dance participation for each student is contingent on attendance at school and good behavior on the day of the dance, or the day prior to the dance if it is held on Saturday. All school rules apply to guests, regardless of their age.

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

Students must receive the permission of the Teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility they are permitted to use.

#### **FIRE DRILLS**

Fire drills at periodic intervals are required by State Law.

Directions will be posted for each room to follow. It is the student's responsibility to become acquainted with these directions.

General rules to follow:

1. Turn out lights; shut the classroom door
2. Walk quickly
3. Move away from building
4. Stay with your class during the entire drill for attendance and safety purposes.
5. Wait for signal to re-enter

#### **WEATHER EMERGENCIES**

Serious weather conditions make it dangerous for buses to travel.

School may be closed for the day. If this were to happen, notice will be given over the following stations:

TV: WLNS, WSYM, WLAJ, WILX

RADIO: 105.3, 100.7, 1450 AM, 106.9, FLR Radio

When weather is bad, students should listen for information on one of these radio stations. Do not call the school or school personnel for

such information.

If a tornado watch has been issued, school will not be dismissed, and principals shall be notified to periodically check weather conditions and listen for radio or TV bulletins.

In the event of a tornado warning, school will not be dismissed, and children will be requested to stay at school. They will take cover, as per tornado drills. Parents may pick up their children from school. Unless the administration is reasonably certain that children can be transported home safely, there will be no attempt to do so until the warning is lifted. In the event of other severe weather warning or conditions, the superintendent's office shall make a decision regarding the dismissal or retention of students.

Due to possible confusion and congestion, parents are asked not to pick up their students or to call the school office during this time.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. The parent or eligible student may ask Michigan Center Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her

professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

**Student Receipt of Handbook Indicates Acknowledgement and Agreement of Rules and Policies. Any refusal to comply with rules and policies as stated in this handbook must be done in writing by the second Monday in September. Please address this written notice to the high school principal for review. A parent and student meeting will then be scheduled.**

### **DIRECTORY INFORMATION**

Michigan Center Jr./Sr. High School designates the following as public or "Directory Information": The students' name, addresses, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information. Parents or students (18 yrs.) may restrict the release of "Directory Information", except to school officials with legitimate educational interests. To do so, a parent or student (18 yrs.) must make the request in writing to the school principal at the start of **each** school year.

### **LOCAL AGENCIES**

#### **Crisis Counseling for Teens and Parents Runaway Services**

#### **COUNSELING/CRISIS ASSISTANCE**

Child & Parent Center 788-4445

Catholic Charities 782-2551

Family Services and Children's

Aid 787-7920

Jackson County First Call for Help 211

#### **ABUSE/ASSAULT/RAPE**

A.W.A.R.E. Inc. 783-2861

Protective Services 780-7600

#### **HEALTH CARE**

Jackson County Health Department: 788-4420

Planned Parenthood 784-1700

National AIDS Hotline (800) 342-AIDS

HIV/STD Teen of Michigan (800) 750-TEEN

#### **MENTAL HEALTH**

Lifeways 789-1200

Solutions to Well Being 787-9474

#### **211**

First call for free help on anything!

#### **ALCOHOL & DRUG ABUSE**

Alcoholics Anonymous 789-8577

Washington Way (Ala-Teen) 782-4001