

# MIDDLE + HIGH SCHOOL STUDENT HANDBOOK



## OFFICIAL STUDENT HANDBOOK - 2018-2019

### Manistee Middle + High School

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[ChipsLead.org](http://ChipsLead.org)

## Mission Statement and Welcome

Welcome to the proud tradition of excellence at Manistee Middle/High School. From our state-of-the-art facilities, to our academic programs, to our athletic opportunities, clubs, and activities, Manistee Middle/High School is truly emerging as one of the premier secondary experiences in the State of Michigan. The staff and administration work hard to provide top quality instruction and extracurricular opportunities for students.

The missions of Manistee Middle and High School are to educate and challenge all students to their highest level of achievement in relevant programs of study while nurturing the development of physical and emotional maturity, social responsibility, and a positive self-image.

We want students to respect themselves and others. We expect students to work hard, do their best, and find that balance between personal accomplishment and teamwork that brings both satisfaction and success.

Chips Lead!

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## PARENT INFORMATION

1. Our goal is open communication between parents, students, and the school. Together, we help students become more organized, productive, and responsible. Please call or email teachers anytime; we're here to help.
2. A main form of communication is **email** to parents; please call and update your email information if it changes from the beginning of the year.
3. Student safety is our number one concern, and we take great care in providing supervision for our students. Supervision of students begins at 7:15 am. Students are to leave campus at the end of the school day or be in a SUPERVISED area or program. Please make arrangements for your child if you are unable to pick them up promptly after school dismissal.

## Athletics and Activities

There are a broad range of athletic offerings and activities at MMHS.

### HS Activities

Fall Activities	
Boys Soccer	School Play
Girls Golf	Jazz Band
Cross Country	Homecoming
Football	SADD
Girls Volleyball	Cheerleading
Girls Swimming/Dive	

Winter Activities	
Boys Basketball	Winter Carnival
Boys Swimming/Dive	Quiz Bowl
Skiing	Powerlifting
Wrestling	Forensics
Girls' Basketball	Science Olympiad
Ice Hockey	Jazz Band

Competitive Cheer	Dance Team

Spring Activities	
Boys Baseball	Youth in Government
Boys Golf	Jazz Band
Girls Tennis	SADD
Girls Soccer	
Girls Softball	
Track	

### MS Activities

Fall Activities	
Homecoming	MMHS Play
Cross Country	Cheerleading
Girls Basketball	Girls Volleyball
Football	

Winter Activities	
Boys Swimming/Diving	Winter Carnival
Boys Basketball	Cheerleading

Spring Activities	
Track	MMHS Musical
Girls Swimming/Dive	

### Office Hours

The MMHS office is open from 7:15 am until 4:00 pm daily. (Summer hours 8:00 am until 3:00 pm daily Monday-Thursday) Please access <http://mmhs.honoredstudents.org/> for yearly calendar information and event information..

## Academic Information

### **MMS ACADEMIC PROGRESS**

Manistee Middle School has a credit system to measure academic progress. Students will take 7 classes each semester. Students are required to have a minimum of 12.25 credits to be promoted to the next grade. Students experiencing failure in core academic classes may be required to take a study skills class

during school hours or an after school homework help class to help them develop more successful study techniques and assist them with homework assignments. Parents can keep informed of student assignments and grades through Moodle or by logging on to [grades.honoredstudents.org](http://grades.honoredstudents.org)

7TH GRADE CORE COURSES	8TH GRADE CORE COURSES
<b>Advisory 7</b> <b>Language Arts 7</b> <b>Math 7</b> <b>Pre-Algebra 7</b> <b>Science 7</b> <b>Social Studies 7</b> <b>Health 7</b> <b>Physical Education 7</b> <b>Electives</b>	<b>Advisory 8</b> <b>Social Studies 8</b> <b>Language Arts 8</b> <b>Algebra I</b> <b>Pre-Algebra 8</b> <b>Science 8</b> <b>Health 8</b> <b>Physical Education 8</b> <b>Electives</b>

### Grading System and Report Cards

Evaluation of student achievement is one of the most important functions of a teacher. The accepted marking system, percentages, and honor points at Manistee Middle School are as follows:

A+ 99 4.00	C+ 77 2.33	F Below 60 0.00
A 94 4.00	C 74 2.00	I Incomplete 0.00
A- 90 3.67	C- 70 1.67	P Passing 0.00
B+ 87 3.33	D+ 67 1.33	NC No Credit 0.00
B 84 3.00	D 64 1.00	
B- 80 2.67	D- 60 0.67	

### MHS ACADEMIC PROGRESS

#### Diplomas, Certificates, and Graduation

In order to participate in the graduation ceremony, seniors must be enrolled and in good attendance standing their final semester. They must also qualify for a diploma, a certificate of completion, or a certificate of attendance by the guidelines of the completion deadline.

#### Diploma Requirements (Policy 5467)

A student receiving a diploma from Manistee High School must meet all academic requirements for graduation. The same high school diploma shall be awarded to all students meeting the graduation requirements.

#### REQUIRED CREDITS

<b>Math</b>	<b>4.0</b> <sup>2</sup>
Algebra I	1.0
Geometry	1.0
Algebra II	1.0
Electives/Sr. yr req.	1.0

<b>Science</b>	<b>3.0</b>
Physical Science	1.0
Biology I	1.0
Chemistry/Physics	1.0
<b>Social Studies</b>	<b>3.5</b>
US History	1.0
World Studies	1.0
Government	0.5
Economics	0.5
Current Events <sup>3</sup>	0.5
<b>English</b>	<b>4.0</b>
English I	1.0
English II	1.0
English III/CPIII	1.0
English IV/CPIV/AP	1.0
<b>World Language <sup>4</sup></b>	<b>2.0</b>
<b>Physical Education</b>	<b>0.5</b>
<b>Health</b>	<b>0.5</b>
<b><u>Vis. Perf. &amp; App. Arts</u></b>	<b><u>1.0</u></b>
<b>Total Required Credits</b>	<b>18.5</b>

### **DIPLOMA CREDIT SCHEDULE**

<b>Required Credits</b>	<b>18.5</b>
<b>Electives</b>	<b>2.5</b>
<b>Total Credits for Diploma</b>	<b>21.0</b>

#### FOOTNOTES

1 Michigan Merit Curriculum

The required credits schedule is aligned with and exceeds the mandatory high school curriculum set forth by the State of Michigan. Two credit World Language requirement will apply to the class of 2022.

2 Personal Curriculum

Students may request a Personal Curriculum for an alternate Mathematics experience after earning credits in Algebra I, Geometry, and Algebra IIA. Senior year math requirement is defined as a full course, not credit.

3 Senior year requirement.

4 One credit of World Language may be substituted by arts (applied, performing, or visual) or CTE courses.

- Credit is given for library assistants, office aides, and teacher aides on the basis of one-quarter (1/4) for each semester of participation in this program. All other courses are granted one half (1/2) credit per class period per semester.
- A student must be enrolled at Manistee High School the last semester of his/her senior year in order to receive a diploma from Manistee High School.
- By the commencement date, any graduation ceremony participant must be enrolled in an approved program to complete all requirements per completion deadline.
- All students must be enrolled in a full schedule unless it is in the best educational interest of the student to be on a reduced or modified schedule as determined by the principal.

### **Certificate of Completion**

Certificates of completion may be awarded to qualified special education students. In such circumstances



when diploma requirements will not be met, an individual educational planning committee will decide the requirements for completion and graduation participation.

### **Certificate of Attendance**

A certificate of attendance may be awarded to qualified foreign exchange students who do not meet diploma requirements, but have successfully attended at least one semester of classes at MHS during their senior year.

### **Completion Deadline**

Students receiving a diploma or certificate from Manistee High School must have completed all requirements by September 1st of that graduating year. To participate in the graduation ceremony, students must be within 1.5 credits of a diploma and enrolled in a program scheduled to be completed by Sept. 1 of that graduating year.

### **Competency Testing**

Manistee High School follows the Michigan Dept. of Education guidelines for “testing out” from a class in the Merit Curriculum. Students may request the opportunity to test out of any class for credit before enrolling in the course. The testing windows are: 1) the week before school starts for first semester and 2) the first semester exam days for second semester. A student wishing to test out must make the request at least four weeks in advance of the testing windows in writing to the counseling department. The appropriate teacher(s) will be contacted to make an appointment with the student and administer the test. These tests may be the final exam for the course, but may also involve other assessments or tiered testing activities such as speeches, portfolios, demonstrations, projects, essay, or labs. Each high school department determines these other assessments. The idea is to ensure that the required content expectations for that course are accurately assessed. A minimum score of 80% on the entire assessment is required in order to receive credit. If a student is successful in passing the assessment, a letter grade will not be issued, but an indication of credit (CR) will appear on the transcript. If a student is not successful after the first attempt he/she will be enrolled in the course.

### **MHS Math Options**

The following is for parents and students to better understand their options in satisfying the mathematics portion of high school graduation requirements. This is based on the most recent information from the Michigan Department of Education.

#### **State of Michigan Merit Curriculum Math Requirements**

- Total of 4 credits completed - see Personal Curriculum Note.
- Completion of a math course during the senior year; this may be a one semester course so long as the overall credit requirement is met.

#### **Required Courses**

- Algebra I (1 credit) - may be completed during 8th grade
- Geometry (1 credit)
- Algebra II or Adv. Algebra II (1 credit) - see Personal Curriculum Note

#### **Elective Options**

- Tech Math I (.5 credit)
- Tech Math II (.5 credit)
- Pre-Calculus (.5 credit)
- Trigonometry (.5 credit)
- Introduction to Statistics (.5 credit)
- College Algebra (Math 151 - WSCC)
- Calculus I (Math 222 - WSCC)

**Personal Curriculum Note:**

Students may opt for a Personal Curriculum waiver upon completion of Alg II A which may include 1) a reduction to 3.5 credits and 2) waiver of Alg II B completion.

**Course Note:**

1 credit courses are two semesters - A and B (.5 credits each); stand alone courses are one semester (.5 credit each)

**Senior Course Requirement Note:**

Seniors are expected to finish a **course** in their final year. No dropping of a two semester course unless the student can complete a semester course **and** the credit requirement.

**Dual Enrollment**

Students interested in earning college credit during high school should contact their counselor to obtain the necessary information. Eligible students may enroll in post-secondary courses for high school credit or college credit or both. Those students choosing to receive high school credit will receive one-half high school credit for each semester college class completed with a passing grade. Such grades will be calculated into the student's cumulative grade point average and will be posted on the student's transcript.

**MMHS Dual Enrollment Guidelines (Policy 2370C)**

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

Students interested in earning college credit during high school must meet certain criteria in order to qualify for that opportunity. Eligible students may enroll in post-secondary courses for high school credit, college credit, or both. Those students choosing to receive high school credit will receive one-half credit for each semester college class completed with a passing grade. Such grades will be calculated into the student's cumulative grade point average and will be posted on the student's transcript. Students dually enrolled may receive the school districts assistance for tuition for courses at Michigan Public or Private Universities if all the qualifying conditions are met:

1. Students are in grade 8 or higher
2. Students must have a qualifying score in one of the following tests in the area for the course in which they seek to enroll: ACT/MME, PLAN, PSAT, SAT, and COMPASS. Students may dual enroll in areas (i.e. education) where there is no MME test. Qualifying scores can be found at [http://www.michigan.gov/documents/mde/Minimum\\_Dual\\_Enrollment\\_Qualifying\\_Scores\\_400528\\_7.pdf](http://www.michigan.gov/documents/mde/Minimum_Dual_Enrollment_Qualifying_Scores_400528_7.pdf)
1. The college or university must be willing to accept the student in the desired course in mathematics, science, communication skills, or subject areas for which there are no endorsements.
2. Students must be enrolled in both the school district and post-secondary institution during the local school and must be enrolled in at least one high school class.
3. The college classes must not be offered by the district. An exception to this could occur if the administration verifies that a scheduling conflict exists which is beyond the student's control.
4. The college courses cannot be hobby craft or recreation courses or in the subject areas of physical education, theology, divinity, or religious education.

MHS pays the tuition and textbook and fees so long as the amount is not above the prorated FTE. **STUDENTS WHO DO NOT EARN CREDIT MUST REPAY THE SCHOOL DISTRICT ANY AMOUNT NOT REFUNDED BY THE POST-SECONDARY INSTITUTION.**

Students who wish to dual-enroll must be full time students, meaning they must have 6 total classes between Manistee High School and the post-secondary institution during any given semester.

**AN APPROVED DUAL-ENROLLMENT SCHEDULE MUST BE IN PLACE PRIOR TO THE START OF THE ACADEMIC YEAR.**

### **MHS Business Internship Guidelines**

Internships through MHS are intended to give students a community-based career-shadow experience. MHS does not make arrangements for internships through a business or an agency; it is up to students to have the experience in place and communicate to the counseling office details of the arrangement before it becomes part of the student's schedule. Students will be given time in their schedule to have daily attendance to a local business, organization, or service group. Students successfully completing the experience will be granted .5 credits per semester and CR will be issued on the transcript. A non-completion of the experience will mean no credit issued and NC will appear on the transcript.

### **Student Expectations**

While the focus of an internship is to give students further insight into a potential career choice as well as basic job-related expectations, there may be assignments from a basal text for credit. In general, students are expected to:

1. arrive on time daily
2. perform assigned duties at a reasonable pace of completion
3. work and interact positively with other employees
4. ask the provider about any questions relating to expectations for the internship

Students will be assigned up to 3 hours of time in their daily schedule for internships, depending on credit needs. Regardless of the hours assigned, students will only receive .5 credits per semester.

### **Provider Expectations**

Internship providers will be asked to:

1. provide a safe worksite environment
2. provide the experience daily as per agreed upon hours for the entire semester assigned
3. clearly explain all requirements - including procedures, how to dress, act, etc.. - before the student is expected to perform duties
4. hold the student accountable to the same basic expectations of other employees
5. provide timely feedback to the student as to level of performance in all relevant areas of performance related tasks
6. provide proof of insurance

In the end this is an educational experience for students; the best growth from this will occur is students have as "real" an interaction as possible within the job site.

### **School Communication**

Internship providers will be asked to sign an agreement form to indicate their willingness to provide a work experience. MHS will have a representative make a minimum of one site visit per semester. Attendance will not be collected by MHS; any issues about attendance, performance, etc... should be communicated to the school at the provider's earliest concern.

***Poor academic performance in other classes may be grounds for removal from a internship.***

### **MMHS Online Course Guidelines**

Online courses are provided by MMHS at a cost to the district and come with the following conditions and expectations:

1. Principal approval is required for a course. Students are not eligible for online courses if
  - a. the pupil has previously gained the credits provided from the completion of the online course
  - b. the online course is not capable of generating academic credit
  - c. the online course is inconsistent with the remaining graduation requirements or career interests of the pupil
  - d. the pupil does not possess the prerequisite knowledge and skills to be successful in an online course or has demonstrated failure in previous online or blended coursework
  - e. the online course is of insufficient quality or rigor
  - f. the online course enrollment request does not occur within the same timelines established by the district for enrollment and schedule changes for regular courses.
2. Online courses are recorded in a student's transcript by course title. Assignments, grading, and instruction are delivered by the online instructor. The final grade reported by the online teacher will be the grade of record. Students may request an online course as CR/NC by one week after enrollment through the counseling office and with Principal approval.
3. Monitoring of course progress will be the responsibility of the parent.
4. The student will have an hour in his/her schedule for work on the course during the school day. The student will report to the library and attendance will be handled as a regular seated course, unless otherwise approved by the principal.
5. Students who do not have a successful completion of a course will be removed from consideration for another online course.

### **Zero Hour Classes**

Zero hour classes are intended to give students learning experiences beyond the traditional school day. While these classes have genuine academic merit, their intent is to explore and enrich a topic of study with multiple measures for performance. Students successfully completing the experience will be granted .25 credit per semester and CR will be issued on the transcript. A non-completion of the experience will mean no credit issued and NC will appear on the transcript.

- Transportation is the responsibility of the student and family.
- Students must maintain a full class schedule to be eligible for a Zero hour course.
- Students who do not have a successful completion of a course will be removed from consideration for another zero-hour course the following semester.
- Regardless of other performance requirements, students will only receive .25 credit per semester.

Poor academic standing in other classes may be grounds for removal from a Zero hour class.

### **Credit Recovery Options**

Seniors who find themselves short of credits to graduate may enroll in a school approved correspondence course and/or school credit recovery program each semester. This option may be at the student's expense. Any deviation is at the discretion of the principal.

### **MMHS On Campus Credit Recovery Guidelines**

MMHS offers on campus credit recovery through the placement in a lab setting and summer school. Students may request placement through the counseling office for credit recovery consideration. Credit recovery classes will be assigned under the following guidelines:

- After it has been determined that a traditional setting has not been successful for the student.
- MHS students are expected to work on their courses during the period assigned in their schedule in the Credit Recovery lab.
- Courses are assigned by and through the counseling office, including summer school.

- Students may only be assigned two classes at a time per Principal. Students who need more than two credits a year will be reviewed and assessed for MHS Seat Time Waiver.
- All MMC required courses will include a final exam. Exams must be taken under the direction of the teacher of record. Final grades are determined by the teacher of record, following MHS course guidelines and expectations.

***MMHS administration may take into account specific instances and make exceptions to the above guidelines in order to best meet the needs of an individual student.***

### **Full Schedule Requirement**

All students will be enrolled in a full schedule of classes each semester at Manistee High School unless a special circumstances exception is granted by the principal.

### **Foreign Exchange Credit**

Manistee High School students who participate in an accredited foreign exchange student program will receive credit for coursework completed. Grades earned in the exchange program will not be computed in the student's GPA. Manistee High School students enrolled in an accredited foreign exchange student program will maintain their grade point average and ranking.

### **Four Year Requirement**

All students shall expect to take four years to complete graduation requirements. In order to be on track for graduation, students should be earning credits by the following **minimum** schedule:

10 <sup>th</sup> grade – 5.5 credits	12 <sup>th</sup> grade – 18 credits
11 <sup>th</sup> grade – 12 credits	Fifth-year seniors must be under 19 at the start of the school year

### **Educator Interns**

Seniors may be a teacher, office, activity, or library intern one period per semester for two semesters. Some positions may be year long with principal approval.

### **Independent Study**

All Independent Study courses must be approved by the principal with permission of the parent.

### **Transfer Credit Policy**

Manistee High School will only accept credit from another accredited institution issuing transcripts. Upon receiving transcripts, credits will be evaluated and an appropriate placement will be made for each student to best ensure his or her success. Non-accredited home-schooled courses will NOT be awarded credit toward graduation from MHS.

### **New Students**

Attendance and discipline records from a student's previous school are always requested and may be integrated into MMHS attendance and discipline policies.

### **Bridge to High School**

A middle school student taking a high school course will earn high school credit toward graduation, and the grade earned will be calculated in the student's high school cumulative grade point average.

### **Grade Calculations**

A student's grade for a class may be determined by class participation, attendance in class, and academic achievement as evaluated by the instructor. Final exams are no less than 20% of semester grades. Students may pass (P) by taking the final exam and earning 78% or higher.

### **Grading System and Report Cards**

Evaluation of student achievement is one of the most important functions of a teacher. The accepted

marking system, percentages, and honor points at Manistee High School are as follows:

A+	99	4.00	C+	77	2.33	F	Below 60	0.00
A	94	4.00	C	74	2.00	I	Incomplete	0.00
A-	90	3.67	C-	70	1.67	P	Passing	0.00
B+	87	3.33	D+	67	1.33	NC	No Credit	0.00
B	84	3.00	D	64	1.00			
B-	80	2.67	D-	60	0.67			

### Advanced Placement Grading

Advanced Placement classes' honor points are calculated on a five point scale. Thus, an A=5.0, B=4.0, C=3.0, D=2.0, F=0.0.

### Incomplete Grades

A grade of incomplete is given only in those cases of illness, emergency, or by pre-arrangement when the student has not been able to complete his/her assignments. Makeup work for any incomplete grade is due two weeks from the date it is issued unless prior arrangements have been made.

### Repeating a Class

Students may repeat a class with identical course content and earn credit for a second time.

If the original grade in the course is passing but below a B-, then the higher of the two grades is reflected in the student's cumulative grade point average and the lower (passing) grade is changed to a CR. If the original grade in the course is a B- or better, then *both* grades are reflected in the student's cumulative grade point average.

Note- when repeating a class with identical course content, the repeated class *must* be taken in the proper order of the department's sequence of classes. For example, a student may not repeat Algebra I after successfully completing Algebra II. All repeating of classes must be approved by the counseling department.

### Academic Honesty

Plagiarism and cheating are not acceptable practices and are subject to academic penalties as well as disciplinary action. Lifting non-referenced passages from other persons, publications or the internet and submitting them as a student's own will be considered plagiarism. Cheating and/or plagiarism within a course will result in the following: 1st offense - Loss of credit for the assignment; 2nd offense - Loss of credit for semester/course.

## Academic Honors

### Honor Roll

At the end of each semester, an Honor Roll will be compiled for filing, posting, and publication in the newspaper. The purpose of the Honor Roll is to give recognition to those students of Manistee High School who have done outstanding work during that marking period. To be included on the honor roll, a student must receive no grade lower than B.

### Academic Recognition Awards

Underclassmen receive Academic Shield Awards for academic excellence at the annual honors assembly. Awards are based on a minimum of 2 semesters grades at MHS. Students receive recognition for earning a cumulative grade point average of 3.60 or higher. The first year a student earns this honor they receive an academic shield. In subsequent years they receive a gold bar to be placed on the shield for a 3.60 or higher. Students also are awarded a lamp of learning pin for any semester where they earn all A's. Academic shields may be worn on school approved garments such as jackets and sweaters.

### Graduation Honors

During the Commencement Program, seniors will be recognized in the following manner: Grade Point

Average (rounded to the nearest hundredth)

3.50	3.69	Cum Laude
3.70	3.84	Magna Cum Laude
3.85	4.00	Summa Cum Laude

To be recognized as Cum Laude, Magna Cum Laude, Summa Cum Laude, Salutatorian, or Valedictorian, students must complete all required classes for diploma graduation without modifications and have attended Manistee High School for at least four semesters. Any deviation must be approved by the principal.

### **Schedule Changes**

Students must see their counselor if they wish to change their schedule.

- A student is not permitted to drop any subject or change classes without permission from the Guidance Office.
- Changes of schedule should be completed prior to the beginning of the semester or during the first three days of the semester.
- After 3 weeks, a dropped class will result in an "F" for that class unless otherwise approved by the counselor or administrator.

### **Transfers and Withdrawals from School**

If a student plans to transfer to another school or to withdraw from school, he/she should:

1. Secure an official withdrawal slip at the Principal's Office. A confirmation telephone call will be made to the parents.
2. Present this withdrawal slip to each of his/her teachers to obtain a signature indicating that all books and materials which belong to the school were returned to the Principal's Office
3. Leave the withdrawal form in the Principal's Office.
4. Students planning on re-enrolling must do so during the first three weeks of a semester.
5. In accordance with revised School Code Section 1135, all disciplinary records, including suspension and expulsion, will be sent to a requesting school district.

### **Harbor Status**

A student who is not finding sustained academic success at MMHS may petition for placement on Harbor Status, an on-campus credit recovery program. Administration will work with the student and parents/guardians to determine if a placement is appropriate and the expected duration. While students continue to be under all expectations and policies of the MMHS Student Handbook, administration reserves the right to create an individualized plan to best fit the current needs of the student.

#### *Profile of student that can be expected to see success in alternative program*

- No major credit deficit
- Can commit to a plan and will be accountable for progress
- Has no major behavior problems
- Can adhere to a modified structure and meet milestones
- Desires and values a High School diploma
- In absence of positive parental support can interact positively with a mentor/coach

#### *Profile of student that can not expect to be successful in pilot program*

- Major disciplinary issues or frequent oppositional/defiant conduct requiring intervention
- Inability to work independently on a consistent basis or make effective use of supports available
- Large credit deficits
- No expectations or plan for completion or an open ended enrollment
- Unable or unwilling to meet attendance or progress requirements

## **Student Life/Code of Conduct**

Manistee Middle/High School expects students to take care in the way they act in school, take responsibility for their actions and show respect for themselves and others. They should reflect on what they do to determine if their actions need to be changed. We challenge and expect our students to be truthful, trustworthy, tolerant of differences, active listeners, courteous, friendly, cooperative, supportive, encouraging, team-workers, careful and safety conscious.

### **Student Expectations**

- **Before School** - High school and middle school students are expected to stay in their respective designated academic areas.
- **Academic entrance** - In entering the academic wing, high school students are expected to enter through the east hallway; middle school students are expected to enter through the west hallway.
- **Bathrooms** - High school students are expected to use the lower level bathrooms; middle school students are expected to use the upper level bathrooms.
- **After School** - All students are expected to leave campus immediately after school unless participating in a school-based activity.

### **Chippewa Leaders Pledge**

*We are on **TRACK** to be leaders in our school and community. By making positive choices, striving toward personal goals, and supporting each other, we can all make a difference in the world around us.*

### **Chips are**

**Trustworthy** - reliable, honest, and dependable  
**Respectful** - considerate of the opinions and beliefs of others  
**Accepting** - welcome diversity without judgement  
**Cooperative** - work together toward common goals  
**Kind** - thoughtful, helpful, and appreciative

### **Public Displays of Affection**

Students are to refrain from inappropriate contact. While hand holding is allowed, embracing and any form of kissing is not.

### **Lockers**

All students are assigned lockers. One or more students may be assigned to a locker depending on the number of lockers available and the number of students.

1. Students must use only their assigned lockers.
2. Lockers are expected to be maintained in a clean, sanitary manner.
3. Items of a dangerous nature, not permitted in the building under existing operating conditions, are not to be placed in lockers.



4. STUDENTS SHOULD NOT LEAVE VALUABLES (watches, rings, purses, money, etc.) IN THEIR GYM LOCKERS AT ANY TIME. Gym students should hand these valuables to the gym teacher BEFORE CLASS.
5. Students are financially responsible for any damages to their lockers.

### **Search and Seizure**

To maintain order and discipline in schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, bookbag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **School Dress**

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Standards of dress which clearly deal with the health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean, and are not considered distracting from the process of education as defined by the Principal or his/her designee.

Because some individuals or groups (such as band members, cheerleaders, or athletes) are representing the school, the school reserves the right to establish more definite policies for these individuals.

Within this framework, the following specific rules for student dress have been developed:

- Footwear is required.
- Clothing should be worn as designed.
- The following clothing articles are not appropriate for school and should not be worn: articles with profanity or vulgar suggestions, articles advertising illegal substances, mutilated clothing, pants with holes above the knee, shirts or blouses that expose bare midriffs and/or undergarments. Skirts, dresses, and shorts are to be at least ½ inch below the fingertips with arms rested straight along the side of the legs.
- Chains are not allowed.
- Dangerous accessories that could be interpreted as weapons are not allowed.
- Dress that mimics/references Gang or related activity including colors, clothing articles, or style is not allowed.
- Dress code is in effect on campus or when representing the school in a school activity.

Any student in violation of these guidelines may not be permitted to attend class until the dress violation has been corrected. Continued violations will result in disciplinary action.

### **Video/Audio Recording Devices**

Students may not use any electronic device to record video and/or audio at MMHS during the school day

without permission of the person being recorded. Postings on the internet, distribution via email, or the selling of still pictures, videos, or recordings made during the school day or at school events without permission of the school is prohibited. NO RECORDING of any kind in privacy areas such as locker rooms, bathrooms, and changing areas.

### **Hall Passes Required**

Students in the hall during class time must have an appropriate pass.

### **Bus Conduct**

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

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;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc;
- 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 ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

### **Drug Free School**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute, or substance that could be considered a "look a like" 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 this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

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

### **Policy on Smoking for Students**

Staff and students have a right to work in or to attend school in an environment free of second hand

smoke. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco or and like product on school property including vaporizers. The Manistee Area Public School District will be in compliance with the legal requirements and acknowledge their health responsibility to provide a healthier environment in which students can learn and staff can work, limit the possibility of students seeing adult role models smoke, work cooperatively with the Manistee City Police, Michigan State Police and the Manistee Sheriff Department; and promote healthier behaviors among staff and students.

Manistee Area Public School is a tobacco free district..

The use of tobacco products by any persons in violation of this policy will result in disciplinary action. The Tobacco Free Schools Law makes the violation of this policy a misdemeanor with a fine of \$50.00. The above mentioned law enforcement agencies will be notified of an infraction.

### **Lunch Time Procedures**

All food and beverages are to be kept in the commons area at all times. Water in a clear container is allowed in the academic wing; individual classroom rules may exclude water for the safety of the class or equipment. **MMHS HAS A CLOSED CAMPUS.** Students may leave only with a parent or guardian. Individual circumstances may be arranged with the administration. Students are not allowed to be in vehicles during lunch. All vending machines will be available after the school day.

### **Campus Boundaries**

Upon arrival at school, students are expected to be in the building or on the immediate sidewalk by the office. Students may be on the lawn from the front drainage ditch to the far east corner of the gym during lunch. The parking lot is off limits to all students (without permission from the office) once the school day has begun.

### **Entrance and Exit**

The only open entrance to the building is the main entrance by the office. Students are expected to exit the building from the main hallways on either side of the office only, not through the gym or pool. Exits during the school day from the academic wing are for emergency purposes only: any other use of these exits is grounds for disciplinary action.

### **Textbooks**

According to state requirements, each local school district pays the cost for providing textbooks and supplemental texts to students on a loan basis. Students are expected to exercise reasonable care for Board of Education property and return these materials at the direction of the teacher. Any time the material is not returned in acceptable condition, the student is responsible for its replacement cost. A student who fails to return a textbook will not receive his/her report card or be able to register for classes for the next semester until such time that a conference may be arranged with the student, parent and an administrator. Parents or students who have questions regarding the return of textbooks are encouraged to call the MMHS office.

## **Attendance / Tardiness Policy**

### **Philosophy**

1. The Board of Education believes that parents and student both must accept the responsibility of the student's maintaining a record of regular punctual attendance.
2. The Board of Education believes that all students are expected to attend school regularly and to be on time for classes in order to receive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

## Attendance Procedures

1. Students and parents are responsible for being familiar with all attendance procedures.
2. Parents and students should make every effort to schedule vacations, family trips, medical and dental appointments, family related work, and other personal business at times when school is not in session.
3. The parent or guardian of the student will be contacted in all attendance matters by our automatic communication system.
4. When a student is absent, the parent or guardian must call the school on the day the student is absent or before 9:00 a.m. the following morning to excuse the absence. Parents will be notified of an unexcused absence by our automated system each afternoon. Failure to notify the office within two school days may result in an academic penalty and/or earned back time requirement. **PHONE CALL ONLY - NO NOTES OR EMAILS WILL BE ACCEPTED WITHOUT PRIOR ARRANGEMENTS BEING MADE WITH SCHOOL OFFICIALS.**
5. Call the Attendance Hotline at 398-3777 at any time to excuse absences or call 723-2547 to speak directly to someone in the office.
6. Unexcused absences within the building will be considered skipping. Students may not receive credit for assignments or tests missed because of skipping. Skipping within the building will result in a lunch detention in the student recovery center.
7. The maximum number of days a student can miss a class per semester and remain in good standing is ten. Days counting against the semester total are excused (E), unexcused (U), and each incident of suspension (+).
8. The ten days per semester are expected to be utilized for:
  - a. Personal illness
  - b. Other serious or personal problems
  - c. Professional appointments which cannot be scheduled outside of school.
9. Absences due to the following reasons are not counted against the semester total.
  - a. Family (F) emergency as identified by the administration
  - b. Church (C) related
  - c. School (A) related
  - d. Three or more days under a doctor's care for the same medical (M) ailment
  - e. Office (O) approved for school business
10. A student who exceeds the semester total of ten absences (E, U, or each incident of S) will have a one-third letter grade penalty (e.g. A to A-) to their final semester grade. Each case will be reviewed on an individual basis for accuracy and as part of the MMHS Attendance Tiers of Support.
11. The parent or guardian of the student will be contacted in phone call and/or e-mail when a student has been absent 5 days (**excused or unexcused**). A reminder communication is sent at 7 absences. After 10 absences in a semester a student may be considered for truancy and continued communication will occur with the parent and the school will notify the Manistee ISD for follow up with Michigan State Police, Office of Child Protective Services, Department of Human Services, and/or Probate Court for appropriate action. Any MAPS issued device may be recovered.
12. Whenever a student leaves the building during the course of the school day, a parent or guardian must contact the school office BEFORE the student leaves the building. The student may then sign out in the principal's office and leave school. No student will be allowed to leave the building without permission. Failure to receive parental permission or signing out prior to leaving the building will result in disciplinary action. When returning to school after having signed out earlier in the day, the student must sign back in before returning to class. Administration will handle all situations where prior permission is unable to be obtained.
13. No student shall be charged with an absence if he/she is unable to attend school because bus

transportation was suspended due to adverse weather conditions or other bus problems. Any school delay or cancellation will be aired on local radio and television. MAPS "auto alert" system will call and e-mail the main parent listed on the enrollment form. If you do NOT wish to receive these calls please call the MMHS office.

14. Students must be in attendance for at least three consecutive class periods in order to participate in or attend an extracurricular activity on the same day. This rule may be waived due to a family emergency or if pre-arranged with the administration. Students who are serving either an in-school or out-of-school suspension will not be allowed to participate in or attend extracurricular activities on the day they are suspended from school.
15. Attendance is mandatory for all assemblies held during the school day.
16. Make-up work policy:
  - a. Excused absences - students will have the same amount of days missed to turn in missed assignments.
  - b. Unexcused absences - teachers may choose to not accept any assignments missed.
  - c. In-school suspension – students are responsible for requesting work through their teachers; all work is due upon student's return to class.
  - d. Suspension - students are responsible for requesting work through the main office; all work is due upon student's return to school.
  - e. School activity - assignments are due upon student's return to class.

### **Tardy Procedures**

1. Students who accumulate multiple tardies may be required to spend lunch in the student recovery room
2. Students who make the choice to be chronically tardy may lose the right to attend scheduled after-school activities.

### **Attendance Incentives**

1. For attendance incentive purposes, any day with one (1) or more absent periods counts as an absence against the incentive.
2. The following absences will not count against perfect attendance:
  - a. School activity (A)
  - b. Office approved (O)
3. For an incentive for positive attendance patterns, students with one absence or fewer earn a 5% exam grade bonus in the class of the student's choice.
  - When unusual circumstances exist concerning absences not covered by the above rules, parents may contact the school.
  - No "skip" days are endorsed or supported by MMHS.
  - The administration reserves the right to use its discretion as needed in all situations regarding attendance.

## **Anti-Bullying Policy**

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student 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, reasonable fear for personal safety or

personal degradation.

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. 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.

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.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

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

The Principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. Individuals may also be referred to law enforcement or other appropriate officials.

Manistee Area Public School follows a progressive discipline policy. Consequences for bullying behavior may involve verbal warning, conference with Principal, detention, suspension, and expulsion. To this end, an administrator will handle incidents that are more serious in nature on an individual basis. Student athletes who participate in bullying behaviors will be referred to the Athletic Director.

### **Retaliation/False Reporting**

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

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

### **Disciplinary Expectations and Consequences**

## **RESPONSIBLE THINKING PROCESS**

At MMHS working together to create an educational environment that fosters mutual respect between staff and students is important. Also important is students' opportunity to learn and teachers' freedom to teach. If students decide to detract from the integrity of the classroom, they will be walked through the responsible thinking process. The student will decide if they would like to remain in the classroom or move to the Student Responsibility Center to work on a plan of improvement. Please review the following responsible thinking process.

### **CREATING MUTUAL RESPECT BETWEEN STAFF AND STUDENTS**

- What are you doing? • What are the rules?
- What happens when you break the rules?
- Would you like to work on this? If not, I see you have chosen to report to the SRC.

### **STUDENT RESPONSIBILITY CENTER**

**You are in control of your behavior. We do not control you.** We feel you should be given an opportunity to control what will happen to you.

You will be allowed to remain in the Student Responsibility Center to work on your plan to regain admission to the classes or activities that you were involved in if you can find the self-control to follow these guidelines:

1. Find enough self-control to remain quiet. This center is a plan completion area. Please do not talk to the other students. Heads on desk or sleeping is not allowed.
2. Find enough self-control to remain seated in your planning area. Please do not walk around the Responsibility Center. This is distracting to students who are attempting to work on their plans.
3. Find enough self-control to raise your hand if you need to ask a question of the Student Responsibility Center support staff.
4. Find enough self-control to respect the rights of all staff and students involved in the Student Responsibility Center.
5. You will be allowed back into your class or activity when you successfully negotiate your plan with the staff or administration.

**If you cannot find the self-control to follow the rules in the Student Responsibility Center, you will be asked to leave the building. Your parent or guardian will be notified.**

In order to re-enter school, you must pass back through the Student Responsibility Center and finish your plan of improvement.

### **Degree of Misbehavior**

To this end, types of misbehavior are divided into four sections according to the degree of the misbehavior. The four sections are General, Serious, Severe, and Expulsion

- An administrator will handle incidents that are more serious in nature on an individual basis as follows:

#### **General Violations**

These types of violations are those which go beyond the regular removal of the student from the classroom or occur outside the class setting. Some examples are:

1. Disrespect of school property or the property of others
2. Verbal harassment of another student or students
3. Profanity, obscenities, or possession of obscene material
4. Inappropriate displays of affection

5. Leaving a classroom without permission
6. Rude behavior towards a staff member, including lying
7. Throwing objects (including rubber bands and snowballs)
8. Leaving campus without permission or following procedure
9. Other violations not listed

#### Consequences:

The classroom teacher will determine when the situation is appropriate to refer to the administration. Once in the hands of the administration, possible consequences for violating provisions of the General category of the discipline code for high school students may be:

- 1st offense: Up to one day suspension with a parent contact.
- 2nd offense: Three day suspension with a parent conference required.
- 3rd offense: Five day suspension with a parent conference required.
- 4th offense: Ten day suspension with a parent conference required and a possible recommendation to the Board of Education for expulsion.

### **Serious Violations**

These types of violations will be handled by the administrator and will generally result in suspension from school.

Examples of behavior associated with this level of misbehavior are:

1. Use or possession of tobacco products including tobacco or nicotine look-alike products and vaping products
2. Assault against another student
3. Vandalism of a moderate nature
4. Insubordination (includes threats against a school employee)
5. Theft within the school setting
6. Possession of a knife with a blade less than 3" long
7. Possession or use of minor explosives (firecrackers, smoke bombs, etc)
8. Persistent misbehavior
9. Extortion or coercion
10. Fighting
11. Indecent exposure or gross obscenities
12. Other violations not listed

#### Consequences:

Consequences for violating provisions of the Serious category of the discipline code are as follows for students:

- 1st offense: Three day suspension with a parent conference required.
- 2nd offense: Five day suspension with a parent conference required.
- 3rd offense: Ten day suspension with a parent conference required and possible recommendation to the Board of Education for expulsion.

### **Severe Violations**

This type of violation is more serious and will be handled by the administrator and will result in suspension.

Examples of behavior associated with this level of misbehavior are:

1. Use, possession, or being under the influence of any controlled substance, non-controlled substance, alcoholic beverage, marijuana, or narcotic look-alike, while in school, at a school sponsored activity, or on school property, any time during the school year.
2. Vandalism of a severe nature
3. Persistent misbehavior
4. Possession of a weapon or an explosive device
5. Intentionally setting off a fire alarm
6. Verbal assaults or threats against school employees



7. Sexual harassment (see definitions)
8. Ethnic/religious/disability/harassment (see definitions)
9. Other violations not listed

Consequences:

The consequences for violating provisions of the severe category of the discipline code are as follows for high school students:

- 1st offense: Ten day suspension with a parent conference required. In addition, a report will be filed with the police.
- 2nd offense: Indefinite suspension with a recommendation for expulsion. In addition, a report will be filed with the police.

**Expulsion Offenses**

Expulsion, along with a police report and a referral to the Department of Social Services will be considered in the following cases:

1. Sale or delivery of any controlled substance, including marijuana and alcoholic beverages, while in school or on school property any time during the school year.
2. Possession of any controlled or non-controlled substance, alcoholic beverage or marijuana in an amount which could be construed as intended for sale or delivery.
3. Major vandalism.
4. Assault involving a weapon.
5. Making a bomb threat.
6. Chronic persistent misbehavior.
7. Physical assault against a school employee.
8. Possession of a dangerous weapon (defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3" in length, pocket knife opened by mechanical blade, iron bar, or brass knuckles).
9. Possession or use of an explosive device
10. Rape
11. Arson
12. Other violations not listed

Please Note: Restitution will also be sought when school property is damaged.

- Parents will be notified in all cases of suspension and/or when expulsion is being considered.
- The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the discipline measures or any other discipline measure (such as Saturday school, in-school suspension, etc.) without first imposing a less severe type of discipline and, in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency.
- DISCIPLINARY ACTIONS AND STUDENT MISBEHAVIOR ARE HANDLED ON A CUMULATIVE BASIS FOR THE FULL SCHOOL YEAR FOR ALL LEVELS.
- **Misuse of MMHS Technology**

Attempting to learn or use another's account or password	1st: Parent contact; administration discretion for police referral to school liaison officer 2nd: Police referral to school liaison officer
Use of proxy and/or accessing inappropriate web sites	1st: Parent contact; administration discretion for police referral to school liaison officer 2nd: Police referral to school liaison officer
Irresponsible Use/Negligence without damage	1st: Warning/parent contact 2nd: Loss of home privileges for 2 weeks 3rd: Loss of home privileges for remainder of semester and/or school year
Irresponsible Use/Negligence with damage	Discretion of the administration

	Restitution for repair and/or insurance costs may be sought by MAPS in all cases of damage due to negligence.
Intentional damage to equipment/functionality	See General Violations in Student Handbook; restitution for repair and/or insurance costs may be sought by MAPS in all cases of intentional damage.
Security breach of moderate to serious nature	See Serious Violations in Student Handbook; restitution for repair and/or insurance costs may be sought by MAPS in all cases of intentional damage. Police referral.

*The administration reserves the right to use its discretion as needed in all situations regarding Internet and network access agreement violations.*

### **Definitions of Disciplinary Actions**

#### **Detention**

Manistee High School expects that students will make school commitments their first priority. Detentions are run during lunch each day and have the following expectations: no talking, no causing a disturbance, no sleeping. Students are encouraged to utilize this time for problem solving and/or work completion.

#### **In-school Suspension**

Students will be placed in in-school suspension in lieu of out-of-school suspension for attendance and discipline or as directed by the Principal or Assistant Principal.

#### **Suspension**

Removal from school for a period not to exceed ten (10) days. This action may be taken by the Principal/Assistant Principal, upon providing the student with an explanation of the alleged violation and the opportunity to defend his/her actions. The cause for this action is a violation of the school rules. It is the responsibility of the student to make arrangements for making up any missed assignments due to suspension. Students who are serving out-of-school suspension will not be allowed to participate in or attend extracurricular activities on the day they are suspended from school.

#### **Expulsion**

Removal from school shall be on a long term or permanent basis as decided by the Board of Education. The school administration shall recommend cases for expulsion to the Board only after immediate suspension and opportunity for a hearing is given. Parents shall be notified of this procedure prior to the initiation of the action. The Board of Education is vested with the final authority in all cases of expulsion. The Superintendent shall notify the parents of the decision of the Board of Education.

### **Due Process and Appeal**

#### **Due Process**

Students may expect due process will be followed when administering disciplinary action. Essential parts of due process include the following conditions:

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

- In preparation for an appeal process the decision for which the appeal is being requested should be presented in writing to the next authority in the appeal process.

### **Review/Appeal**

Both students and parents have the right to review/appeal teaching and administrative decisions which they believe have good reason to believe are unjust and not in the best interest of public education. The proper sequence of authorities to be followed in reviewing/appealing an academic decision within Manistee Middle/High School is:

#### **Review with the teacher**

Within one school day of a teacher's decision, the student and/or parent should meet with the teacher to review the situation.

#### **Appeal to the Assistant Principal**

Within two (2) school days of the decision, submit a written appeal to the Assistant Principal. The assistant principal must render a written response within two (2) school days of receipt of the appeal.

#### **Appeal to the Principal**

Within three (3) school days of the decision, submit a written appeal to the high school principal that explains the grievance. The principal must render a written response within three (3) school days of receipt of the appeal.

#### **Appeal to the Superintendent**

Within ten (10) school days of receipt of the principal's response, submit a written appeal to the superintendent. The superintendent must render a written response within ten (10) school days of receipt of the appeal. The Superintendent is the final authority on disciplinary matters with a consequence of fewer than 10 days of suspension.

#### **Appeal to the Board of Education (ONLY FOR EXPULSION or A DISCIPLINARY CONSEQUENCE OF GREATER THAN 10 DAYS OF SUSPENSION)**

Within fourteen (14) calendar days of receipt of the Superintendent's response, submit a written appeal to the Board of Education. The Board of Education, or its designee, must render a written and final decision within fourteen (14) calendar days upon receipt of the written appeal. The decision of the Board of Education shall be the final authority.

- In the above procedure, an agreement may be reached at any step in the process to make further appeal unnecessary.
- If a violation is reported when school is not in session, weekdays (Monday through Friday) will substitute for school days.
- Appeals will be held in abeyance when administrators or all board members are not available.

## **Notifications**

### **Statement of Adoption**

The Manistee Middle/High School Student Handbook and the policies within have been adopted by the Manistee Area Public Schools Board of Education.

### **Non-Discrimination Policy**

It is the policy of the Manistee Area Public Schools that no person shall, on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal

opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complaints which relate to these federal laws are to be directed to the Superintendent of Manistee Area Public Schools, 550 Maple Street, Manistee, Michigan 49660. Phone number (231) 723-3521

## **Emergency Drills**

Emergency drills (tornado & fire) are held at regular intervals and are required by law as an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the students instructions.

## **Emergency Medical Form**

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non prescribed, are to be delivered to the office and taken only with adult supervision.

## **Facility Use**

Students are not allowed to use school facilities unless they have received permission from the school and are supervised by an approved adult sponsor or are attending a school function. School facility use should be arranged by contacting the office at 723-2547.

## **Illness or Injury**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. A \$10 security deposit for an elevator key is required for student use.

## **Student Records**

Mr. Andrew Huber, Principal at Manistee Middle/High School, is the Custodian of Records and is responsible for the supervision of student records at the school. His office is located at 525 Twelfth Street or he can be reached by calling 723-2547.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen) 18 years of age or older, and those authorized by Federal Law and District regulations.

A parent or adult student has the right to:

- inspect and review the student's education records within forty five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- challenge District compliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
- Obtain a copy of the District's policy and administrative guideline on student records (#8330). The District has established the following information about each student as "directory information":
  - 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; address; telephone number; photograph; major field of study; participation in officially recognized activities and sports, height and weight, if a member of an athletic team; date of graduation; awards received; honor rolls; and scholarships.
  - The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within twenty (20) days from the date of this notification that s/he will not permit distribution of any or all such information.

## **Motor Vehicle Regulations**

Student vehicles must be properly parked only in areas designated for parking. Vehicles are to be registered in the MHS office prior to a student parking on school property. No vehicle is to have any occupancy during the school day. .

### **Student Parking**

Students who drive to school will be expected to adhere to all school parking regulations, including handicapped parking. Students are not to use the visitor parking spaces.

1. Parking in a non-designated area may result in vehicle towed at owner's expense.
2. Students are expected to have vehicle registered with MMHS office - failure to register may result of loss of parking privileges.

## **Returned Checks**

There will be a fee of \$10.00 for any returned checks.

## **School Trips**

Field trips are a part of the educational program at MHS. All school rules apply on all school sponsored trips. Because of the increased risk of liability and the difficulty in providing proper controls, the Board of Education does not sponsor a Senior Trip or any other trips that are primarily of a social nature.

## **Telephone**

School phones are business phones and are not to be used by students for personal calls. The student phone in the office is for school business, including attendance and home communication.

## **Personal Electronic Devices**

### **High School**

All PED devices (cell phones) must be turned off and stored away when directed by a teacher or administration. Use in a classroom is at the direction of a teacher only. Inappropriate use and/or continued disruption to the educational process will be grounds for discipline as follows: First offense = item detained for remainder of day; Second offense = item detained until parent conference; Third offense = suspension or confiscation for the remainder of the year as agreed upon by parents.

### **Middle School**

All PED devices (cell phones) must be turned off and stored away during class. Use in a classroom is at the direction of a teacher only. Inappropriate use and/or continued disruption to the educational process will be grounds for discipline as follows: First offense = item detained for remainder of day; Second offense = item detained until parent conference; Third offense = suspension or confiscation for the remainder of the year as agreed upon by parents.

### **Lost and Found**

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

### **Drivers Education**

Manistee Public Schools does not provide driver's education instruction. Information on private certified driver's education programs are available in the school office. No high school credit is given or accepted for driver's education.

## **Visitors (Policy 9150 and MAPS Administrative Guidelines)**

**General visitors:** For the protection of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

ALL VISITORS MUST REGISTER AT THE BUILDING OFFICE. For safety purposes, visitors will be asked to wear a visitor I.D.

**School-age visitors:** Students may only bring guests who are prospective students to MHS and with direct permission of the Asst. Principal 24 hrs in advance.

**Classroom Visitation:** Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by emailing the teacher or calling the school.

If a parent wishes to visit a class in session, approval of the principal and classroom teacher must be obtained prior to visiting in order to limit classroom disruption. Whenever possible, the teacher will be given 24 hours advance notice of such visitation. Scheduled visitors shall be required to sign in with the principal and wear visitor I.D.

To help ensure a continuous school day for all students:

- Visits shall not exceed one (1) class period in secondary grades or one (1) clock hour in elementary grades.
- Longer visits may be approved when necessary.

- Visits will be limited to regular class instruction time and not be conducted during tests, examination or evaluations.
- No more than two visitors will be in any given classroom on any given day, except for open houses or regularly scheduled parent conference days.
- Recording of classroom activity (video, audio, photographs) will not be allowed unless approved by the Principal and teacher.
- Exceptions to the above must be approved by the principal and teacher and shall only be approved for good cause.

Visitors shall be instructed that any information gained by their visit regarding the behavior or performance of other students is strictly confidential and not to be discussed outside of the classroom. Any visitor who disrupts or behaves in a manner that could be detrimental to the students or staff will be asked to leave.

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

### **Blood Borne Pathogens**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. In accordance with mandated procedures, the District may request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Questions or concerns should be directed to the high school principal.

### **7th Grade Vision Screening**

The local health department is required by law to provide vision screening to school age children. In the fall/winter, technicians come in for a day and provide this service to 7th graders. If you do not wish to have your child screened for vision, please notify the school at that time

### **Work Permits**

An application for a work permit may be obtained through the school office. This must be filled out by the employer and returned to the school. Anyone under 18 years of age must have a work permit to be employed.

### **Pesticide Application**

Parents and guardians of children attending Manistee Middle/High School who wish to be informed prior to any application of a pesticide should contact the high school office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant."

### **Displays in the Building**

The administration reserves the right to locate and remove any display as deemed appropriate. All public postings are to be approved in the office before posting.

### **Dance Procedures**

#### **MHS**

All school rules apply. Any behavior that warrants discipline will be referred to administration the following school day. Inappropriate dancing or unsafe behavior is grounds for removal from the current and next dance. Students are not allowed in any area except the commons area. Only MHS students are allowed to participate. If a student wishes to bring a guest, arrangements must be made in the office prior to the dance.

- Regular dance - guest must be a high school student, guests limited to one per MHS student.
- Homecoming and Prom - no guests 21 years or older, guests limited to one per MHS student
- *MHS RESERVES THE RIGHT TO DENY ADMISSION TO ANY NON-MHS STUDENT*
- Once a student leaves a dance, (s)he is not allowed to return
- No Middle School student of any age is allowed
- No outside beverages allowed

### **MMS**

All school rules apply. Any behavior that warrants discipline will be referred to administration the following school day. Inappropriate dancing or unsafe behavior is grounds for removal from the current and next dance. Students are not allowed in any area except the commons area.

- *MMS RESERVES THE RIGHT TO DENY ADMISSION TO ANY NON-MMS STUDENT*
- Once a student leaves a dance, (s)he is not allowed to return
- No High School student of any age is allowed
- No outside beverages allowed

### **Teacher and Paraprofessional Qualifications**

The district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s) and paraprofessionals working with your child. Information will be provided to you upon request and in a timely manner of the following:

- Your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Your child is provided services by paraprofessional and, if so, their qualifications.
- You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the M-Step to determine levels of achievement.
- You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.



## Definitions

### Sexual Harassment

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

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

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

### Ethnic/Religious/Disability Harassment

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

Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:

If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.

If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Assistant Principal.

All information gathered from the student will be responded to in a professional manner. Every effort will be made to ensure the privacy of the individual.

## Athletics and Activities

### MAPS ATHLETIC CORE VALUES:

The Manistee Athletic Department, Manistee High School, Manistee Middle School and the Manistee Area Public School District believe in the importance of co-curricular activities and athletics in general. They should be viewed as an extension of the learning process. Our success shall be measured not only in the number of wins and losses, but more so in the type of individuals who graduate through our program. It's the journey, not the destination.

Student-athletes should understand that participation in athletics is an honor and carries responsibilities to the team, school and community. It is important that we teach and practice good sportsmanship, respect,

self discipline, teamwork and self-esteem. While winning is always desired, it should not be the driving motivation of our program. Our goal should be to help guide the student-athlete in their quest to be the best athlete and person they can be and to teach the values of responsibility, respect, integrity, compassion and honesty.

## **MHS General Expectations of Participants**

- Participants are expected to practice good sportsmanship. Any participant removed from a contest for unsportsmanlike reasons shall be suspended for the next contest.
- A participant, to be eligible to compete, shall be in attendance in at least half of school day the day of the contest, except as excused by the principal and/or activities director.
- Participants must travel to and return from away contests with the team via school transportation, except with prior written permission from a parent issued to the Athletic/Activities Director. Travel Release Forms can be obtained in the Activities Office.
- Participants will be expected to remain a team member for the full season.
  - **1st season athlete: MHS encourages students to explore all areas of athletic offerings. To encourage beginning athletes and support athletes exploring a new sport, a student who participates in athletics for the first time, or a student who is trying a new sport, will have two weeks after the first day of MHSAA practice to drop from a team with no penalty.**
  - **2nd, 3rd, or 4th season athlete (or 1st season athlete after the 2 week trial): A student who quits a sport after the first three practices of MHSAA practice season will be suspended for 20% of competitions in the next sport in which he or she successfully completes.**
  - **If there are extenuating circumstances the student may appeal utilizing the appeal process.**
- Changing sports once the season has started may be done only with the approval of the Activities Director and both head coaches involved.
- In order to receive earned awards, participants must maintain team membership beyond the last scheduled contest, by returning all equipment, attending all team meetings, maintaining the Code of Conduct of Manistee High School, and attending the Awards Banquet.
- Any participant desiring to quit a team shall personally notify the coach and return all equipment.
- Before a participant is eligible to tryout for the next activity, all commitments related to the previous activity must be completed to the satisfaction of the Athletic/Activities Director.
- A participant who violates the Code of Conduct may be subject to limitations in practices, team travel, and other events as determined by the coach and Activities Director. The participant will not be recognized at any public functions, unless permission is obtained from the Activities Director.
- Participants are expected to remain academically eligible on a weekly basis.
- Practices held on a cancelled day of school are on a voluntary basis.
- *Individual activities and teams may have other expectations as determined by the coach and approved by the Activities Director. All team expectations shall be given to team members in writing and explained by the coach at the beginning of the season.*
- *The administration reserves the right to use its discretion as needed in all situations regarding activities, including deviation from established steps or progression.*

## **Four Steps to Activity Participation at Manistee High School**

1. Meet the eligibility requirements of the MHSAA guidelines or the governing body of the activity. Michigan High School Athletic Association rules for eligibility immediately follow.
2. Return a completed "Code of Conduct Statement of Understanding" form.
3. Return a completed examination card. All athletes are required to have passed a physical examination given on or after April 15 of the previous school year.
4. All Pay-to-Play fees are paid, and all athletic department charges are reconciled.

5. Return a completed equipment card (when applicable).

## School Weekly Eligibility

A student/participant at Manistee High School is first and foremost a student. A participant who cannot meet the standards set by Manistee High School and its teaching staff will not be eligible to participate in any extracurricular activities. The standards of academic eligibility for Manistee High School are listed below. Academic eligibility reports from teachers will be evaluated on a weekly basis each Wednesday for all interscholastic activities. Students participating in non-interscholastic activities will be checked the first week of each month. Teachers will report on each student earning a semester average below the "C" range on Wednesday of each week, based on the following labels:

Semester Warning	(Below 70% to 60%)
Semester Failure	(Below 60%)

### Procedure Notes:

- Teachers may remove a student from being ineligible per work effort or individual circumstance.
- The status of the student will be the accumulative academic standing from the beginning of the semester to the present date.
- Students must receive a semester warning from their teacher before a semester failure has been issued.
- Any student who receives one or more failures on the weekly eligibility check will be ineligible to participate for the following week from Monday through Saturday.
- Updates to an ineligible student athletes academic standing can be made to make a student eligible. However, work, testing, projects etc. must be turned in *at least 24 hours prior to the next event*. This gives the teacher time to correct the content and make powerschool adjustments. However realize, some situations may require more time for the teacher to correct the work.

*Ineligible participants may not travel to away contests unless approved by the Activities Director.*

## Code of Conduct for Activity Participants

- Once students have committed themselves to participate in activities at Manistee High School, they must accept and abide by all conditions of the policy in the high school handbook. This applies at all times and places, not simply during the school day.
- All participants are subject to all rules and regulations of the Michigan High School Athletic Association, the policies of the Board of Education of Manistee Area Public Schools and the Manistee High School activities policy.
- A participant is defined as any student in Grade 9-12 who is participating in an interscholastic or extracurricular activity or competition representing Manistee High School. Participants will be governed by the activities code from the first day of involvement in the interscholastic program through graduation (365 days a year).
- Any student sent to the Assistant Principal as a discipline/citizenship problem will be dealt with on an individual basis. If the action of the student warrants, the resulting discipline may include the loss of eligibility from one or more contests.

Some specific violations of the Code of Conduct are:

**Category I Violations:**

- Offensive fighting is defined as being the aggressor with intent to do serious harm.
- Malicious or spiteful Insubordination toward school personnel.
- Threatening or intimidating behavior and/or harassment of school personnel or destruction of school property. Threatening or intimidating behavior and/or harassment of another student in school or at any school function.
- Theft within a school setting.

Consequences:

First Violation:

- The participant will lose eligibility for the number of games/events listed below by activity.

Basketball – 2	Baseball – 2
Cheerleading – 2	Volleyball – 2
Golf – 2	Tennis – 2
Skiing – 1	Soccer – 2
Wrestling – 2	Football – 2
Softball – 2	Ice Hockey – 2
Cross Country – 2	Track – 2
Quiz Bowl – 2	Others not listed TBD by coach/admin

Second Violation:

- The participant will lose eligibility for double the amount of game/events listed under First Violation.

Third Violation:

- The participant loses eligibility for one calendar year from the time the principal or athletic director is notified of the infraction.
- Before reinstatement after serving the year, the participant must present a written letter to the Activities Director explaining why he/she should be reinstated.

**Category II Violations:**

- Use or possession of tobacco products, including “look-alike” tobacco or nicotine products and vaping products..
- Use or possession of illegal drugs or controlled substances and paraphernalia related to those substances. This includes anabolic steroid, dangerous controlled substance as defined by State Statute, or substance that could be considered a "look-alike" controlled substance
- Use or possession of alcohol products. This includes beverages that contain alcohol, regardless of the specific amount of alcohol content.
- Larceny where a police report has been filed.

Consequences

1. First Violation:

- The student loses eligibility for 25% of the total current or next season. If 25% of the season extends beyond the end of a participant’s current season, the suspension will carry over to the next season of participation.
- In cases of tobacco, alcohol or drug violations, the participant is required to successfully complete an approved substance abuse education course or awareness program, and produce evidence of course completion before eligibility is reinstated. Any expenses incurred for this educational program are the responsibility of the participant.

2. Second Violation:

- The student loses eligibility for one calendar year from the time the principal or Activities director is notified of the infraction. After 6 months a student may appeal the 1-year suspension to the superintendent under extenuating circumstances.
- In cases of alcohol or drug violations, it is recommended the student has one of the following before reinstatement:
  - i. Student has documentation of evaluation for substance dependency with evidence of appropriate course of treatment in a clinical setting.
  - ii. Student has evidence of ongoing counseling addressing substance dependency -preferably with documentation of regular substance testing/screening results.
  - iii. Recommendation by mental health or medical professional for ongoing sobriety mentoring support, with documentation of regular attendance in sobriety sessions.

All expenses incurred are the responsibility of the athlete.

3. Third Violation:

- *Procedure will be identical to that of the second violation.*
  - i. A participant who violates Category I as a first offense and later violates Category II MAY be subject to a second offense penalty, depending upon the severity of the violations. An athlete who commits a violation of Category II as a first offense and later violates Category I WILL be subject to a second offense penalty under Category I.
  - ii. A participant who violates the Code of Conduct and then completes two (2) calendar years without a subsequent violation is considered to have no violations.
  - iii. This statement of infractions and penalties is not limited to the infractions listed above, but rather attempts to address the more serious aspects of training rules violations and behavioral expectations. The appropriate administrative personnel will handle violations that occur outside of the realm of this written policy on an individual basis.

### **Concerns Procedures**

Any parental concerns about their child's activity or disciplinary actions should be addressed by the following procedure:

- Discussion of the concern with the coach/sponsor is not to be on a day of a scheduled contest. Any concerns will be addressed only after a 24 hr period has passed.
- If the concern is not alleviated at this point, a meeting with the Activities Director will be set up in an attempt to review the results of the first meeting.

### **Parent Notification and Due Process**

Parents will be notified in all cases of suspension and/or discipline of their son or daughter.

### **Appeal Process Timelines**

1. During the appeal process, any loss of privileges of participation will remain in effect. The following time guidelines will be followed when filing an appeal for an activities decision:
  - a. Step 1 – Appeal to the Assistant Principal. Within three (3) school days of the decision, submit a written appeal to the high school principal that explains your grievance. The principal must render a written response within ten (10) school days of receipt
  - b. Step 2 – Appeal to the Principal. Within three (3) school days of the decision, submit a written appeal to the high school principal that explains your grievance. The principal must render a written response within ten (10) school days of receipt of the appeal.
  - c. Step 3 – Appeal to the Superintendent. Within ten (10) school days of receipt of the principal's response, submit a written appeal to the superintendent. The Superintendent must render a written response within ten (10) school days of the receipt of the appeal.

In the above procedure, an agreement may be reached at any step in the process to make further

appeal unnecessary. If a violation is reported when school is not in session, weekdays (Monday through Friday) will substitute for school days. Appeals will be held in abeyance when administrators are not available.

### **MHSAA Eligibility**

1. To be eligible for interscholastic competition, students must comply with the following MHSAA rules:
  - a. Enrollment – You must have been enrolled in a high school not later than Monday of the fourth (4th) week of the present semester.
  - b. Age – You must be under nineteen (19) years of age at the time of contest unless your nineteenth (19th) birthday occurs on or after September 1 of a current school year, in which case you are eligible for the balance of that year.
  - c. Physical Examination – You must have passed a satisfactory physical examination given on or after April 15 of the previous school year. Record of this examination must be on file in the high school.
  - d. Semesters Of Competition – You must not have competed for more than four (4) first and four (4) second semester seasons in a sport beginning in the ninth grade.
  - e. Semesters Of Enrollment – You must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than eight (8) semesters. The seventh and eighth (7th and 8th) semesters must be consecutive. Enrollment in a school for a period of three (3) weeks or more counts as a semester. Participation in one (1) or more interscholastic athletic contests also constitutes a semester of enrollment.
  - f. Students must be completing 66 percent in their first semester of the current school year.
  - g. Students in semester systems who are ineligible at the end of the second semester of the previous school year become eligible on their 61st scheduled school day of the current school year, provided they have been doing passing work cumulatively for the previous 60 days.
  - h. Students who achieve credit for four courses but not 66 percent of full course load potential for a full-time student (e.g., four of seven) during their last academic semester of the previous school year remain eligible at the start of the current school year.
  - i. Undergraduate Standing - You must not be a high school graduate.
  - j. Previous Semester Record – You must have received at least twenty (20) credit periods for work taken during your last regular semester of enrollment.
  - k. Current Semester Record – You must be carrying successfully at least twenty (20) credit periods of work during the present semester.
  - l. Transfers – You must have moved out of your former school district and into a new school district accompanied by the persons with whom you were previously living. Check with your principal.
  - m. Awards – You must not accept any award for athletic performance which exceeds \$25.00 in value. An award may not include cash, merchandise certificates or negotiable documents of any value.
  - n. Amateur Practices – You must not accept any money or other valuable consideration (merchandise, etc.) for participating in any form of athletics, sports, or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional athletic team.
  - o. Limited Team Membership – (A) After you have represented your school in an individual type sport, you may participate in a maximum of two (2) individual sport meets or contests, during the sport season of a school year while not representing your school. (B) You must not participate in any so-called “all star” charity or exhibition contests in any sport sponsored by the Michigan High School Athletic Association before graduating from high school.
  - p. Reinstatement of Eligibility – A change in status for an athlete who has been ineligible occurs on the first full day of the new semester on which regularly scheduled classes are

held rather than the last day of the previous semester.

*Individual activities and teams may have other expectations as determined by the coach and approved by the Activities Director. All team expectations shall be given to team members in writing and explained by the coach at the beginning of the season.*

### **MMS Athletic Policy**

Below is a list of policies that all MMS student athletes must follow. All players must:

- ▶ Have a physical after April 15 for the current season to participate in any middle school sport
- ▶ Be in school for at least half of the school day to participate in athletics that day.
- ▶ Be in attendance the morning after a sporting event.
- ▶ Contact the coach to be excused from all missed practices.
- ▶ Follow the physical education dress code for practices.
- ▶ Must fill out a transportation request form (available from the office) prior to the date of the contest and return the signed form in order to ride home with parents after an away athletic contest.

**Code of Conduct:** The head coach of each sport will have a written policy for their players and parents to follow. This policy will clearly define specific expectations, guidelines, and consequences. This information will be distributed at a player, parent, coach, and administrator meeting at the beginning of the season. Remember that participating in MMS athletics is a privilege and honor, not necessarily a right.

**Team Selection:** The head coach will select and divide teams according to league and school policy. Each player will have the opportunity to demonstrate their skills for the position they would like to play. Coaches may consider athletic abilities, work ethic, cooperation, and academic performance when choosing players. Remember that playing time is something that is earned, not something that is given.

**Eligibility:** **A student/athlete at Manistee Middle School is first and foremost a student.** A student/athlete who cannot meet the standards academic effort set by Manistee Middle School will not be eligible to participate in extracurricular activities. The standards of academic eligibility for Manistee Middle School are listed below:

**Semester Warning (checked weekly)** - Student-athlete is in danger of failing one or more classes, and is encouraged to attend Homework Help. Anyone with a semester grade of C- or less on the eligibility report will receive a weekly Semester Warning. This warning is an official notification that unless all grades meet semester eligibility requirements within seven days, the student will receive a semester failure. (see below)

**Semester Failure (checked weekly)** - Student-athlete is receiving less than a D- semester grade (less than 60%) in one or more classes after receiving a semester warning.

1. Students must receive a semester warning before a semester failure has been issued.
2. Student-athlete is ineligible to play in all athletic contests played in the school week (Mon-Sun) following the Semester failure.
3. Student-athletes may not travel with the team or attend away games while ineligible. At the coach's discretion, an ineligible player may attend home games.
4. Coaches and Athletic Director should encourage ineligible student-athlete to attend Homework Help or school sponsored study sessions. Coaches/MMS administration may require a reduction in practice or play time for students failing more than one class.

5. Updates to an ineligible student athlete's academic standing can be made to make a student eligible. However, work, testing, projects etc. must be turned in at least 24 hours prior to the next event. This gives the teacher time to correct the content and make powerschool adjustments. However realize, some situations may require more time for the teacher to correct the work.

**Season Failure (SF)** - Students who “quit” a sport/activity without contacting their coach or MMS athletic director will receive a season failure for the remainder of the season. Students receiving a season failure must meet with the MMS Athletic Director before trying out for another sport at MMS.

### **MMHS Code of Conduct** for Activity Participants

A participant is defined as any student in Grade 7 & 8 who is participating in an interscholastic or extracurricular competition representing Manistee Middle School.

Once students have committed themselves to participate in activities at Manistee Middle School, they must accept and abide by all conditions of the policy in the middle school handbook. This applies at all times and places, not simply during the school day.

Any student sent to the Assistant Principal or Principal as a discipline/citizenship problem will be dealt with on an individual basis. If the action of the student warrants, the resulting discipline may include the loss of eligibility from one or more contests.

Any and all disciplinary actions regarding student athletes may be appealed using the appeals process as defined by the MMHS Code of Conduct.

## **Understanding Concussions**

### **WHAT IS A CONCUSSION?**

A **concussion** is a **type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF A PARENT SUSPECTS A CONCUSSION:**

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction



- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

**CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).