



Wolverine Community Schools

Home of the Wildcats

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Middle/High School

Parent Student Handbook

2020-2021

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Wolverine 2020-2021 Calendar



September

7th: Labor Day
8th: 1/2 day Teacher PD
9th: First Day with students

October

30th: No School—COP Area Wide PD

November

5th: 1/2 Day Conferences 1-3 p.m. & 4-7 p.m.
6th: No School; 1/2 day Teacher PD & Conferences 1-3 p.m.

13th: End of 1st Marking Period MS/HS
25th: 1/2 Day Thanksgiving Break
26th: 27th: No School Thanksgiving

December

4th: 1/2 Day Teacher PD; End of 1st Trimester Elementary
23rd: January 1 No School Christmas and New Year Holidays

January

8th: 1/2 Day Teacher PD
29th: End of 2nd Marking Period MS/HS; End of 1st Semester

February

5th: 1/2 Day Teacher PD

March

5th: End of 2nd Trimester Elementary
11th: 1/2 Day Conferences 1-3 p.m. & 4-7 p.m.
12th: 1/2 Day Teacher PD
29th: April 2 Spring Break

April

9th: 1/2 Day Teacher PD & End of 3rd Marking Period MS/HS

May

7th: 1/2 Day Teacher PD
28th: Senior Graduation
31th: No School; Memorial Day

June

9th: Last Day; End of 3rd Trimester Elementary;
End of 4th Marking Period MS/HS; End of 2nd Semester

Totals:

169 Full Days = 1098.5 hrs.
8 half days = 28.24 hrs.

Requirements:

175 student days
5 PD days
1098 hours

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. ***Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.*** Should you have any questions that are not addressed in this handbook, please contact the building Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

FROM THE OFFICE

Welcome to Wolverine Community Schools!

Whether you are a returning student, or new to our district, we are glad to have you with us! We are excited about our new year and look forward to working together with you and your child to make this school year positive and productive! We strive for excellence and rigor in each of our classes. Our teachers are committed to providing your student with a quality education. Staff and administration of Wolverine Community Schools understands how important education is to future success and continues to offer students challenging and innovative educational opportunities. Michigan Virtual High School, NCMC and Cheboygan Voc. Ed provide excellent educational opportunities to our students in addition to our curriculum. The State of Michigan enforces legislation to help students and staff to remain safe in the school environment. For this reason, safety legislation is incorporated into school policy and is reflected in this Handbook. Students and parents are responsible for knowing and following the rules of appropriate behavior at school, on the school bus, and at school sponsored events. It is important for students and parents to review this Handbook so that the teaching-learning environment at Wolverine Community Schools will remain safe, positive, and productive. Although the Handbook does not detail every school policy and procedure, it does serve as your guide to assist effective operation of our school.

Education is a three-part process: it takes the commitment of students, parents/guardians, and teachers working together. We need all three parts sharing responsibility to ensure every student reaches his/her potential. Together, teachers, students, and parents/guardians make a strong Wolverine family.

Sincerely,

Matthew Baughman, Superintendent

WE ARE WOLVERINE!

FORMS AND SIGNATURE PAGE

Please be sure to complete all forms that apply and the Signature Page and return them by September 30, 2016. These forms include the *Registry Update, Transportation Policy* and the *Computer Use Agreement* for all students, and a *Use of Medications at School Permit* must be completed for every student who will need to take medicines at school, the *Driving Permit* for students who will have a vehicle on campus and *Cell Phone/Electronic Device Policy*. *Failure to properly execute the required forms and Signature Page may result in loss of driving and/or special enrollment privileges and/or eligibility for athletics and other school sponsored events.*

MISSION OF THE SCHOOL

Wolverine Community Schools believes that all students can learn and become literate individuals, healthy and fit people, responsible family members, productive workers, involved citizens, and self-directed life-long learners.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer at 231-525-9050. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

CIVIL RIGHTS

If any person believes that the Wolverine Community Schools or any of the District's staff has inadequately applied the principals and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and/or (5) The American with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Parents/guardians should be meaningfully and cooperatively involved in helping their child achieve the learning objectives that lead to accomplishing learning outcomes and providing a school and home environment which encourages learning and augments the learning experiences provided by the school.

The school encourages parent/guardian volunteerism at school and school functions; involvement in conferences, meetings and other functions; and continuous two-way communication between home and school. To help facilitate these goals, the school uses Powerschool so that parents/guardians can constantly

monitor their child's academic progress. A school provided code to Powerschool provides parents access and the code will be provided by the school. Access to the internet is required to use Powerschool, [www.https://wolverine.copesd.org/public](https://wolverine.copesd.org/public) The District website provides information on extracurricular activities, school schedules, student/parent handbook, newsletters, etc. at www.wolverineschools.org

The Board encourages parents/guardians to support their child's career in school by attending, volunteering and participating in school functions, conferences and meetings; requiring their child to observe school rules' including supporting the school in maintaining discipline and a safe and orderly learning environment and in enforcing school rules and consequences; sending their child to school with proper attention to health, cleanliness and dress; maintaining an active interest in their child's daily work, including attention to their child's study habits and completion of daily homework; and reading, signing and returning all communications from/to the school as applicable.

SCHOOL DAY

High School Schedule

<u>Period</u>	<u>Time</u>	<u>Length</u>
1	8:00 - 8:51	51 Minutes
2	8:54 - 9:45	51 Minutes
3	9:48 - 10:39	51 Minutes
4	10:42 - 11:33	51 Minutes
Lunch	11:33 - 12:03	30 Minutes
5	12:06 - 12:57	51 Minutes
6	1:00 - 1:51	51 Minutes
7	1:54 - 2:45	51 Minutes

Middle School Schedule

<u>Period</u>	<u>Time</u>	<u>Length</u>
1	8:00 - 8:51	51 Minutes
2	8:54 - 9:45	51 Minutes
3	9:48 - 10:39	51 Minutes
4	10:42 - 11:33	51 Minutes
5	11:36 - 12:27	51 Minutes
Lunch	12:27 - 12:57	30 Minutes
6	1:00 - 1:51	51 Minutes
7	1:54 - 2:45	51 minutes

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

Students with specific health care needs should 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 high school office and taken only with adult supervision.*** The Principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

SAFETY CONCERNS

Students should not use roller blades, transportation device in school hallway and on grounds by other than generally this expectation will be subject to disc

or any other form of personal areas. Exceptions may be made to f any means of travel within buildings appropriate is prohibited. Students violating

INJURY AND ILLNESS

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.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live unless enrolling under school of choice provisions or enrolling and paying tuition.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Non-public and home-schooled students may enroll on a part-time basis in any non-core-curriculum course. Core curriculum courses ineligible to non-public and home-schooled students include courses in mathematics,

reading, English, social studies, science, writing, the Constitution of the United States, the Constitution of the State of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

Students that are new to Wolverine Community Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

**a birth certificate or similar document,
custody papers from a court (if appropriate),
proof of residency,
proof of immunizations.**

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

Transfer students enrolling from another school must have an official transcript from the sending school in order to receive credit from that school. The high school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any changes in a student's schedule should be arranged with and approved by the Principal. Schedule changes may be made only during the first four school days of each marking period or upon enrollment by contacting the Principal. No changes will take place after the deadline is passed.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Wolverine High School, the parent must notify the Principal. Transfer will be authorized only after the completion of an Exit Sheet by the Principal and staff, and when the student has returned all school materials, and paid any fees or fines that are due. If the transfer is not properly completed and materials and fines are not rendered, the school will pursue all avenues of legal recourse to recover funds and school records may not be released. Parents are encouraged to contact the high school office for specific details. When transferring records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

TRANSFER INTO THE DISTRICT

Records of transfer students will be evaluated on an individual basis. Students who transfer in from other High Schools will have specific course requirements for graduation adjusted at the discretion of the school administration, and total credit requirements for graduation adjusted in accordance with the following:

Scheduled Annual Credits		WHS Standard Total Credit Requirements	WHS Adjusted Total Credit Requirements		
Transfer-in credits from previous school	WHS credits		Credits for 1 year of transfer-in credits	Credits for 2 years of transfer-in credits	Credits for 3 years of transfer-in credits
6	7	27.5	25	24	23
7	7	27.5	26	25	24
8	7	27.5	26	26	26
9	7	27.5	26	26	26

To be eligible for graduation, transfer students must meet all the yearly requirements for the school years that they attend Wolverine High School while taking as many required courses as possible.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and this form on file in the student’s records. Withdrawal will be authorized only after the completion of an Exit Sheet by the Principal and staff, and when the student has returned all school materials, and paid any fees or fines that are due. If the withdrawal is not properly completed and materials and fines are not rendered, the school will pursue all avenues of legal recourse to recover funds and school records may not be released.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the high school office.

Immunization Requirements

Michigan law requires that each student upon entry into a new school district involving grades 1-12 possess a certificate of immunizations **at the time of registration or no later than the first day of school**. Public Act 120 of 2013, mandates that an immunization assessment be completed for each 7th grade student. Unless given a waiver, students must meet the following requirements:

Diphtheria Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Tetanus Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Pertussis Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Polio Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Measles Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Rubella Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Hepatitis B Three (3) doses of any appropriate Hepatitis B vaccine.

Varicella (Chicken Pox) Two (2) doses of any appropriate Varicella vaccine are required. No dosage is required for individuals who have previously acquired Varicella disease (chicken pox).

The following are required for all children enrolled in 7th grade and for all children 7 through 18 years changing school district:

- **One (1) dose of meningococcal conjugate vaccine (MCV4) on or after the 11th birthday**
- **One (1) dose of tetanus/diphtheria/acellular pertussis (Tdap) on or after the 11th birthday if 5 years since last dose of (DTaP,TD,DT)**
- **Two (2) doses of varicella (Var) or history of chickenpox disease.**

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an *Emergency Medical Authorization Form* completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided to every parent at the time of enrollment and at the beginning of each school year and is included in this Handbook. ***Please update this form annually and be sure to include an emergency contact person who knows your instructions in case of an emergency!*** Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

The *Use of Medications at School Permit* must be filed with the school office before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the Principal's office in this manner.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. ***Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions (including inhalers).***

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without specific parental permission.

If a student is found using or possessing any medication without school and parent authorization, she/he will be brought to the office, parents will be contacted, and the medication held in the office until the situation is resolved.

Any student who distributes, sells, or attempts to do the same, regarding any medication of any kind to another student or is found to possess a medication other than those authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug use provision of the Code.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Documented childhood illnesses such as those listed are automatically reported to the Cheboygan County Health Department.

If you get lice, do not panic or feel embarrassed. Lots of people get lice. Lice are transferred from one person to another. They are transferred when you wear someone else's hat, when you use someone else's comb, when you sit with your head close to another person's head. It is easy to get lice. It is a little harder to get rid of them, but not impossible. Lice are host specific - you cannot catch lice from your pets.

To get rid of lice, do the following:

1. Go to a doctor and get the prescription that he recommends. If you buy an over-the-counter brand it will not be as strong. If you qualify for Medicaid it will cover the shampoo and the doctor's visit. Use the shampoo on your hair as directed. Comb out all of the nits or tiny eggs by using the special tiny-toothed comb provided. It takes a long time to do this, but it can be done. Sometimes the nits turn white and become very loose on the hair shaft. That means the treatment has been effective. Repeat the treatment of your hair as directed by the shampoo manufacturers.
2. Wash your combs and brushes with the lice shampoo. Treat them at the same time as you repeat the treatment on your hair.
3. Wash your hats and coats in hot soapy water.
4. Wash your bedding, pillowcases, couch and pillows, etc.
5. It is recommended that everyone in the family use the shampoo when one person in the family has lice.
6. If you are asked by the school to treat for lice, someone from the school will check your head again upon your return to school. If you still have nits and lice, you will be asked to remove them from your hair before returning to school.
7. Any removal of students from school will only be for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

Wolverine Community Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact school administration at 231-525-9050.

The American's with Disabilities Act (A.D.A) and section 504 of the Rehabilitation Act require the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact school administration at 231-525-9050.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building Principal for further information.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

The District shall not provide "directory information" on a student to anyone other than to the parents of the student or the adult student, or to branches of the military as required by No Child Left Behind legislation.

Directory information includes:

- a. the student's name
- b. the student's address
- c. the student's telephone number (unless it is unlisted)
- d. the student's date and place of birth
- e. the student's photograph
- f. the student's major field of study
- g. awards the student has received

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

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

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the District's curriculum, without prior written consent of the parents/guardian of the student, or the adult student, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or,
- H. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Consistent with the PPRA and Board policy, the Superintendent shall insure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

Parents/guardians will be notified of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C. or www.ed.gov/offices/OM/fpco Informal inquiries may be sent to the Family Policy Compliance Office via email to FERPA@ED.Gov and PPRA@ED.Gov Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the Superintendent, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent/legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent/legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials shall not allow access to that information.

The school will publicly post the requirement for all male students age eighteen or older to register for the selective service.

STUDENT FEES, FINES AND SUPPLIES

Students using school property and equipment can be fined for excessive wear, loss and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. **A book check will be held at the close of each marking period to assess damage and notify student/parent at that time. Failure to pay fines, fees or charges may result in the withholding of report cards and involvement in extra curricular activities including athletics, and the school will pursue all avenues of legal recourse to recover funds.**

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers: The organization and faculty sponsor approve a fund-raising activity, complete a Fund Raising/Facilities Use Request, and submit the request to the Student Council at least two weeks prior to the event.

All fundraising activities will be approved prior to the beginning of such activities by vote of the Student Council on a first-come, first-served basis and **subject to the approval of the building principal.** Students will be financially responsible for fund-raising items in their possession and for monies collected.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. ***The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.***

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIRE, TORNADO, AND DISASTER DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornado is different from the alarm system for fires.

Disaster drills will be conducted in accordance with appropriate homeland security and state guidelines.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WMJZ, WGFM, WCBY, WMKC, WKPK, W-AIR, WKLT, WKLZ, WBYB, WPHN, WOLW, WKHQ, WLXT, WMBN, WCCW, WSHH-WHAK, WTCM and television stations 4, 29 & 8, 10, and 33/45.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and staff and is purposed to comply with all Federal and State Laws and Regulations to protect from hazards that may result from situations beyond the control of the District or from the presence of asbestos materials used in previous construction. Policies and Management Plans are on file and available for inspection upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should **call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.**

Students may not bring visitors to school without first obtaining written permission from the Principal.

CLOSED CAMPUS POLICY

No student will be permitted to leave school grounds during the school day without approval of the parent/guardian and the Principal or Principal's designee. At the Middle/High school, each student given permission to leave must sign out on the sheet provided. **Once a student arrives on school grounds, whether by bus, walking, or private transport, he/she is not permitted to leave campus during the time between his/her arrival and his/her first class of the day.**

Students leaving school without permission will suffer the penalties for truancy (skipping). At certain times of the day (lunchtime, or walking between elementary and Middle/High school buildings) students may be outside, but must stay on school grounds at the entrances and front sidewalks of the buildings only. **All other areas and parking areas are off limits to students during the school day. Students may not be in, on or between motor vehicles during the hours of 8:00 and 2:45.**

PARKING FACILITIES

Students who have permission to use their vehicles for transportation to school, dual enrollment, vocational, or shared classes off campus may park their vehicles in the Ballard Street parking lot only. **Staff and visitor parking is designated for the parking spaces in front of the buildings. No student is permitted to drive or park in any of the elementary building driveways or parking areas. All students who drive must have driving permits on file in the high school office. Failure to abide by the driving and parking rules may result in loss of driving privileges, loss of special enrollment privileges, and/or unauthorized vehicles towed at the owner's expense.**

USE OF THE LIBRARY

Wolverine Community Schools maintains several printed media resources in each classroom, which may be checked out to students by arrangement with the classroom teacher. In addition, Internet access available to students in both the Middle and High Schools continues to provide a variety of academic resources. The community library downtown is an excellent resource center used by classes during school, and students are encouraged to utilize this facility frequently outside of school. Library personnel can obtain materials by request through a cooperative lending network with other libraries.

USE OF SCHOOL FACILITIES AND EQUIPMENT

Students will be held responsible for the proper use and protection of facilities, materials, texts, technology and other equipment they are assigned or authorized to use. Students should obtain permission from the teacher to use classroom technology, equipment and materials. The Academic Support or Main office must authorize other technology, equipment and material use. (See also Tresspassing.)

LOST AND FOUND

The lost and found area is by the 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.

STUDENT SALES

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

ANNOUNCEMENTS

Announcements are compiled and put out on Powerschool daily. Teachers will read announcements aloud to all students by 2nd period. Students wishing to include announcements must submit in writing to the office a minimum of one day prior to the desired posting date. All student posting requests must be approved by administration. Parents are able to view the announcements through Powerschool.

USE OF TELEPHONES, CELLPHONES, PAGERS, CAMERA PHONES, IPODS, AND TEXT MESSAGE DEVICES

Students may use cell phones and iPod type devices before school, at lunch time and after school. During class time and between classes students will be prohibited from using their cell phones or other electronic devices. These devices need to be shut off during academic times. Use of cell phones or other electronic devices, when permitted by teachers to enhance learning, will be allowed specific to the instructional opportunity. If a student is caught using their cell phone or electronic device in a prohibited time period they will turn their phone over to school staff and pick it up from the office upon completion of an after school detention that school day. In the event that a student refuses to turn over their cell phone or electronic device they will be written up for insubordination and face additional consequences. Cell phones and electronic devices **must be turned off** during class time, in restrooms, locker rooms or any other location where inappropriate photographs and/or video may be taken. Parents may leave messages on their student's phone that their child may retrieve before school, at lunch or after school. In the event of any emergency parents are asked to call the school office at 231-525-9050 ext 101. Any student who is caught using a cell phone or other electronic device in class during a test or exam will receive a failing grade for cheating.

****Cell Phone/Electronic Device Offenses:**

1st Offense: phone/device taken by staff and turned over to office. Student may pick up from office upon completion of an immediate after-school detention.

2nd Offense: phone/device taken by staff and turned over to office. Student may pick up from the office upon completion of an immediate after-school double-detention.

Failure to serve a detention or double- detention will result in additional consequences, including not getting back your phone!

WRITTEN PASSES

Classroom teachers will provide written hall passes for students who need to leave the class for any reason. Students who do not have a valid, written hall pass when out of assigned classes will be subject to disciplinary procedures. High school students who are authorized to walk between buildings for Student Assistant or other assignments must sign out in the high school office.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without first obtaining permission from the Principal. The School has a central bulletin board located by the office that may be used for posting notices after receiving permission from the Principal.

LOCKERS

Students are assigned lockers early in the school year. **DO NOT leave valuables in the lockers.** Never change lockers without permission of the office. Students are allowed the use of one locker only. If materials are found in lockers that have not been assigned to anyone the materials will be removed. If a student wishes to lock any assigned locker that does not have a built-in lock, that student may provide his/her own lock. **Only combination locks are acceptable - locks that use a key are not acceptable.** Keyed locks will be removed (cut-off) by custodial staff at the direction of the Principal. The combination to your lock must be turned in to the office. Lockers are the property of the school and are subject to locker inspection at certain intervals for health and safety purposes. Any student caught abusing a locker will be charged with the damage. Locker checks and locker clean-outs will happen periodically.

Gym lockers and combination locks will be assigned to Physical Education students. Students should daily keep gym clothing, shoes and personal items locked as many people use the locker rooms. Students are responsible to keep gym locker contents clean and ready for use, and to not reveal their lock combinations to others.

SIDEWALKS

The sidewalk system between the high school and elementary school is to be used by all students. When traveling to school in the morning and leaving at the end of the day and as an elementary aide, students are expected to use the sidewalk. Students who choose to walk in the road have left school grounds and may be subject to disciplinary action.

GUM, CANDY, POP, FOODSTUFFS

The use of gum, candy, and other foodstuffs in the school **will be up to the individual classroom teachers to decide whether students will be allowed to have these items in class. Use of these items in the hallway will be allowed as long as the wrappers, gum, and food does not end up on the floor. At any time the school reserves the right to take away the privilege if it is being abused by the students.** As always, student use of pop or any other liquid with coloring is strictly prohibited anywhere outside of the lunchroom. **In the event of a special occasion the use of pop will be up to the individual teacher.**

MEAL SERVICE

The School participates in the National School Lunch Program and makes breakfast and lunch available to students. All food is to be consumed in the lunchroom. No minor student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

All enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2015-2016 school year. Your child(ren) will be able to participate in these meal programs without having to pay. Changes are **PENDING** for 2016-2017 school year.

All households that are not already directly certified will need to complete the “Household Application for Free and Reduced Meals”. ~~Without your help in completing this survey we will not be able to offer this program.~~ Please send the form back to the high school office by October 1, 2016.

Lunch Room Rules

1. Form a single line in the cafeteria (extending into the hallway away from tables and other entry door) for food purchases.
2. No cutting in line, saving places, running, pushing, etc.
3. Use your own student ID number and enter it into the computer for free breakfast and lunch purchases.
4. Throwing food or other items will not be tolerated. Violations of this rule will result in removal from the cafeteria and disciplinary action will follow.
5. Stay in your seats until you are finished eating. Then return your tray and throw away any garbage.
6. You may quietly visit with others at your table.
7. High School students are permitted to stay in the cafeteria, or proceed to the front entrance steps, or gym for the remainder of the lunch period. High School Students must use the stairwell closest to the ramp when proceeding to the gym area, and are not permitted on the second or third floors of the gym area. High School students are not permitted to leave the school grounds, enter vehicles, or linger in the Middle School hallway.
8. Middle School students are to remain seated in the cafeteria until dismissed to the gym. When dismissed, Middle School students should not linger in the hallways and not use any other stairwell than the one closest to the ramp, and quietly proceed to the gym and remain there for the remainder of the lunch period. Middle School students are not permitted to leave the school grounds or enter vehicles, nor are they permitted on the second or third floors of the gym area.
9. You are responsible for your own area. Wipe up your messes, pick up paper, etc. The floor is to be as clean as you found it.
10. Food will not leave the lunchroom except as permitted for approved student meetings.
11. There will be no horseplay of any sort in the lunchroom. It is your responsibility to behave in a socially correct manner at all times. Students who choose to behave inappropriately may lose the privilege of eating in the lunchroom, and disciplinary action will follow.

SECTION II – ACADEMICS

COURSE OFFERINGS

Some courses are offered every year, while others are offered every other year, or as need or interest warrant.

High School

Social Studies: American History and Geography, World History and Geography, Government, Economics, Global Issues

English: English 9, 10, 11, 12, Speech/Debate

Science: Physical Science, Biology, Chemistry, Anatomy, Earth Science

Mathematics: Algebra 1, Geometry, Algebra 2, Personal Finance, Advanced Algebra 2

Business, Technology and Practical Arts: Computer Applications, Yearbook/Journalism, and Cheboygan CTE courses, Dual Enrollment

Health: Physical Education, Health

Fine Arts: Art 1, 2, Photography

Electives: electives are not listed as they differ from year to year

***World Language:** Spanish 1 & 2

**Two credits of World Language will be required for graduation beginning with the class of 2016*

Middle School

Core Curriculum: Social Studies, Language Arts, Science, Mathematics, PE

Flex Classes: Study Skills, Gym, Art, Careers, and Computers

DRIVER EDUCATION

Wolverine Community Schools does not provide Drivers Education. Outside agencies do provide the school with information. Students should pay attention to the announcements for further information.

DROPPING OR ADDING CLASSES

It may become necessary for a student to change his/her schedule. In order to do so, this must be completed during the first 3 days of each marking period or upon enrollment. Any changes in a student's schedule should be arranged with and approved by the Principal. Due to extenuating circumstances, or in the case of an IEPC change, the Principal may allow schedule changes as an Administrative Placement at any time during the school year. Also, dual enrollment students may add or drop dual enrollment classes according to the schedules adopted by the post-secondary institution, provided the change occurs before the end of the second week of dual enrollment classes. Dual enrollment classes dropped after this deadline will result in a failing. Any tuition and fees due for dropped dual enrollment classes will be the responsibility of the student and his/her parents.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. *Walking trips to the Library, park or similar activity as a supervised curriculum enrichment activity can be blanket approved by parents/guardians on the Signature Page. All other field trips that include school transportation will require individual parent/guardian consent per activity.* Attendance rules apply to all field trips. *Students with any outstanding fees and penalties or students with a pattern of misbehavior will not be permitted to go on field trips.*

GRADES

Wolverine High School and Middle School both have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. All high school end of marking period exams constitute 20% of a student's grade, and in-class participation constitutes 10% of a student's grade, with certain courses having additional participation credit requirements.

The School uses the following grading system, based on a 4.00 grading scale:

4.00 = A	= 95-100%
3.67 = A-	= 90-94%
3.33 = B+	= 87-89%
3.00 = B	= 83-86%
2.67 = B-	= 80-82%
2.33 = C+	= 77-79%
2.00 = C	= 73-76%
1.67 = C-	= 70-72%
1.33 = D+	= 67-69%
1.00 = D	= 63-66%
0.67 = D-	= 60-62%
0.00 = F	= 0-59%

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), a weighted point value is assigned to each course grade which is then divided by the number of courses taken, establishing the GPA for the marking period. A student's GPA for high school is cumulative, and students should strive to earn and maintain good grades in order to increase his or her academic opportunities in high school and beyond.

GRADING PERIODS

Students shall receive a report card, upon request, at the end of each twelve week period indicating their grades for each course of study for that portion of the academic term. All students shall receive a report card at end of the year. Parents/guardians can constantly monitor their child's academic progress through Powerschool. Students and parents should use this opportunity to consult with the teacher to see how the student may improve his/her academic performance. Teachers are encouraged to contact parents at any time a student's quality of work begins to drop. They are also encouraged to contact parents when their student is making an attempt to improve his/her work.

PROMOTION, PLACEMENT, AND RETENTION

In Middle School, promotion to the next grade level is based on a recommendation from school administration and parent/guardian input. Successful completion of Middle School curriculum is the best indicator of your student's preparedness for High School.

In High School, a student's progress toward graduation and receiving a diploma is determined by completing required coursework, and earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

The following number of earned credits designates the grade in which the student will be registered:

	Class of 2013 and beyond
Freshman	0 to 6.9 credits
Sophomore	7 to 12.9 credits
Junior	13 to 18.9 credits
Senior	19 credits and above

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum required credits. Students who receive Special Education services will need to earn the minimum required credits through a combination of general and special education courses. Special Education students are required to complete the same curriculum as general education students in order to earn a diploma.

Graduating Class	Required Class Credits	Elective Class Credits	Total Required Minimum Credits	Total Scheduled Credits
2016 & 2017	21.5	6	27.5	28
2018	20.5	6	26.5	28
2019	19.5	5.5	25	28
2020 & Beyond	18.5	5.5	24	28

*Specific course requirements are:

Class		2016 2017		2018		2019		2020 Beyond
Curriculum Area	Cr	Courses	Cr	Courses	Cr	Courses	Cr	Courses
English Language Arts	4	ELA 9, 10, 11, 12	4	ELA 9, 10, 11, 12	4	ELA 9, 10, 11, 12	4	ELA 9, 10, 11, 12

Mathematics	4	Algebra, Geometry, Algebra 2, Advanced Algebra 2 or Personal Finance	4	Algebra, Geometry, Algebra 2, Advanced Algebra 2 or Personal Finance	4	Algebra, Geometry, Algebra 2, Advanced Algebra 2 or Personal Finance	4	Algebra, Geometry, Algebra 2, Advanced Algebra 2 or Personal Finance
Science	3	Earth Science, Biology, Chemistry	3	Earth Science, Biology, Chemistry	3	Earth Science, Biology, Chemistry	3	Earth Science, Biology, Chemistry
Social Studies	3	American History & Geography, World History & Geography, Government, Economics	3	American History & Geography, World History & Geography, Government, Economics	3	American History & Geography, World History & Geography, Government, Economics	3	American History & Geography, World History & Geography, Government, Economics
PE	1.5	Physical Education and Health	1.5	Physical Education and Health	1.5	Physical Education and Health	1.5	Physical Education and Health
Fine Arts	2	Fine Arts Course	2	Fine Arts Course				
Business, Technology, Practical Arts	2	Computer Applications, and additional Business, Technology and Practical Arts courses	1	Computer Applications, and additional Business, Technology and Practical Arts courses	1	Computer Applications, and additional Business, Technology and Practical Arts courses		
World Language	2	World Language 1 World Language 2	2	World Language 1 World Language 2	2	World Language 1 World Language 2	2	World Language 1 World Language 2
VPAA Visual, Performing, Applied Arts					1	Art, Theater	1	Art, Theater
Electives	6	Elective Courses	6	Elective Courses	5.5	Elective Courses	5.5	Elective Courses
Minimum Total Required Credits	27.5	Students in grades 9-12 will be scheduled for 7 credits per year or 28 credits total	26.5	Students in grades 9-12 will be scheduled for 7 credits per year or 28 credits total	25	Students in grades 9-12 will be scheduled for 7 credits per year or 28 credits total	24	Students in grades 9-12 will be scheduled for 7 credits per year or 28 credits total

Valedictorian and Salutatorian

Class Valedictorian and Salutatorian honors will be determined after the close of the first semester of the senior year and will be based upon grade point average, rounded to the nearest hundredth. Candidates for Valedictorian and Salutatorian must be scheduled to complete at least 51% of their total credits for graduation at Wolverine Community Schools.

MICHIGAN MERIT EXAM AND M-STEP SUMMATIVE ASSESSMENT PROGRAM

All students in 11th grade are required as a condition of graduation to participate in all sections of the Michigan Merit Exam (MME). All students in 12th grade are required as a condition of graduation to retake all sections of the Michigan Merit Exam (MME) in which they do not receive a minimum “endorsed” score,

as many times as allowed by the state. Students who plan to dual enroll will need to have his or her parent/guardian indicate in writing their intent to dual enroll and participate in the PSAT/SAT (or other state-mandated qualifying assessment for dual enrollment) as early as the 10th grade. All students in grades seven and eight are also required to participate in all M-STEP assessments appropriate to each grade. A student enrolled in special education may be exempted from the M-STEP Tests but must participate in an alternate assessment as determined by the I.E.P. Team.

VIRTUAL LEARNING

Virtual learning is a non-traditional method of receiving instruction for courses that are taken via the internet, or otherwise, on a computer. These courses may be offered at school during the regular school day as a scheduled class period, or through a college or university as part of dual enrollment regardless of time of day. Courses offered during the regular school day include Michigan Virtual High School on-line courses (including Advanced Placement or AP courses). ***Students who enroll in Michigan Virtual High School courses must complete the full term in the program (or full year for AP courses) and are not allowed to drop. In addition, students who do not earn a passing grade in courses offered through Michigan Virtual High School will be required to reimburse the District for all tuition costs paid to Michigan Virtual High School on behalf of the student.***

OFF CAMPUS PROGRAMS

Wolverine High School Juniors and Seniors may take advantage of Dual Enrollment, Career and Technical Education classes at Cheboygan High School. Any interested student should contact the Dean of Students to obtain the necessary information. Reliable personal transportation is required to participate in most of these programs.

CAREER AND TECHNICAL EDUCATION PROGRAM

During the 10th grade, students will have an opportunity to visit the Career and Technical Education program at Cheboygan High School. Registration for these courses begins in the spring of the year. Available courses include: Allied Health, Automotive Technology, Business Services and Technology, Child Care Services/Early Childhood Education, Construction Trades Technology, Drafting and Design Technology, Hospitality/Food Service, Manufacturing Technology, and Marketing Technology. ***Students who enroll in these courses must complete the full year in the program and are not allowed to drop at mid-year. In addition, students who do not earn a passing grade in these courses will be required to reimburse the District for all tuition costs paid to Cheboygan High School on behalf of the student.*** School transportation will be provided for students enrolling in Career and Technical Education courses.

DUAL ENROLLMENT

Any student in 11th or 12th grade may enroll in a post-secondary program providing s/he meets the requirements established by law and by the District. The PSAT and COMPASS Assessments must be completed in order to be considered for dual enrollment during the junior year. MME/SAT may qualify you in during the senior year. Any interested student should contact the Dean of Students to obtain the necessary information.

Initial Qualification

Any 11th or 12th grade student enrolled in Wolverine High School during the regular school year who has successfully completed the PSAT (MME/SAT and earned state endorsement on one or more subject areas of the MME/SAT) is initially qualified for dual enrollment options. The student must also maintain a cumulative GPA of 2.5 or above. The state restricts which courses are allowable, and all courses must be approved by the Principal. Adult Education students and summer school students are not permitted to dual enroll under this program. Students typically dual enroll at North Central Michigan College of Petoskey, but are not automatically restricted to this college.

Credits and Grade Point Average

Students must complete a “Dual Enrollment Credit and GPA Options” form at the time of registration for dual enrollment courses each semester. Students may opt to have college classes count as college credit, high school credit, or both. Students may also opt to have college classes included or excluded from high school GPA calculations. Once this declaration is made at the start of each college semester, it cannot be changed. Different credit and GPA options may be selected for multiple college classes. Students who do not declare GPA and credit options will automatically be given high school and post-secondary credit and will not have the college class computed in their GPA. Please note the section that follows with regard to credits and GPA. College semester credits of 1 or 2 credit hours will count as ½ high school credit, and college semester credits of 3 or more credit hours will count as 1 high school credit. High school credits for college semester credits less than 1 credit hour will be determined by the Dual Enrollment Coordinator. Dual enrolled students are not permitted to audit college classes.

Allowable Number of Classes Per Semester

The Board of Education of Wolverine Community Schools has adopted limits as to the number of college semester credit hours in which Wolverine High School students may dual enroll, based on the student’s most recent cumulative grade point average (GPA). The District also provides that students may increase the number of college semester credit hours in which they dual enroll by a maximum of three college semester credit hours each semester, up to a maximum of twelve college semester credit hours per semester, if GPA limits will allow for the increase. The District will **not** pay partial tuition for any single course; for example, a student cannot enroll for six semester hours when the limit is five semester hours, even if the student agrees to pay the additional one semester hour tuition. *The District further provides that students who do not earn a passing grade in a dual enrollment class be excluded from the dual enrollment options for one semester, must reimburse the District for all tuition costs for that class, and may only enroll in a maximum of five college semester credit hours the following semester.* The following grid illustrates the basic limitations:

Qualifying GPA	1st Semester Dual Enrollment	2nd Semester Dual Enrollment	3rd Semester Dual Enrollment	4th Semester Dual Enrollment
2.50 - 2.99	5 sem credit hrs	5 sem credit hrs	5 sem credit hrs	5 sem credit hrs
3.00 - 3.49	5 sem credit hrs	8 sem credit hrs	8 sem credit hrs	8 sem credit hrs
3.50 - 4.00	5 sem credit hrs	8 sem credit hrs	11 sem credit hrs	12 sem credit hrs

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments in Wolverine Community Schools annual Academic Excellence Program. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism.

The WHS Academic Excellence Program recognizes students who have achieved a 3.00 or better average for each marking period of their high school career. The awards are presented once a year and are presented to students who have earned such recognition for the second semester of the previous year and/or the first semester of the current year. Graduating Seniors who have earned awards for their last semester's grades will receive recognition during Graduation or at a special program.

1st semester/trimester – certificate
2nd semester/trimester – letter
3rd semester/trimester – pin
4th semester/trimester – bronze medal

5th semester/trimester– silver medal
6th semester/trimester – gold medal
7th semester/trimester – plaque
8th semester /trimester– engraved trophy

HONOR ROLL

The Honor Roll at the high school is based on the 4.00 system, including the use of + or - grades. Grades from all classes will be used to compute the student's Grade Point Average. All students with a grade point average of 3.00 or higher will be included in the quarterly Honor Roll.

NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921 to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Scholarship, character, service and leadership are ideals that remain as relevant today as they were in 1921.

National guidelines are followed in selecting members for the National Honor Society. Students must be in the 10th-12th grade. They are considered on four areas: scholarship, character, leadership, and service. Students who have a cumulative grade point average of 3.0 or better are considered to have met the scholarship component and will be given a Student Activity Information Form to complete. The Faculty Council, five teachers appointed by the principal, will use the forms to evaluate students on the other three components. The Council rates the students 4 (highest) – 1 (lowest) by considering these criteria:

- Demonstrates willingness to render any service to the school and community when called upon
- Demonstrates evidence of group or individual service projects
- Takes initiative in assisting visitors, teachers, and students
- Demonstrates leadership in school or community activities
- Successfully holds school or community offices or positions of responsibility
- Exemplifies positive qualities and attitudes as a leader such as cheerfulness, friendliness, perseverance, and regard for other's opinions
- Meets pledges and responsibilities to the school or community promptly
- Demonstrates high standards of honesty, reliability, and ethics
- Cooperates with school regulations
- Demonstrates courtesy, concern, and respect for others.

Students with an overall average of 3.0 or better in the three components are selected for membership.

Requirements for maintaining membership, discipline and dismissal procedures are addressed in the bylaws.

ATHLETIC AWARDS

Each head coach with the approval of the Athletic Director will develop requirements for the Athletic Awards. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the Michigan Educational Assessment Program and Michigan Merit Exam Tests and graduation. *A student's failure to earn course credit is almost always due to incomplete homework.*

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign a *Computer Use Agreement*, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. *The Computer Use Agreement is included with this Parent-Student Handbook.*

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Each student will be expected to participate in the appropriate MEAP or MME tests. The MME will be given at least once a year. High School students only need to retake those parts of the MME they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Lab work, attendance, group and individual participation will constitute a varying percentage of each course grade as determined by each classroom teacher.

In the High School at the end of each marking period, an exam will be given in each Core Curriculum class. The exam will count 20% towards a student's semester grade with each semester grade counting as 40%. All students will be required to take their exams.

Vocational and interest surveys may be given to identify particular areas of student interest or talent.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Wolverine Community Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

The SAT can be used as a college entrance test. Other college entrance testing information can be obtained from the Career and Tech Prep Coordinator.

Any high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credits attempted in this manner will be included on the student's transcript, but may not be used to determine the student's GPA. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation. Students must apply to test-out of any required course with the building Principal. The test-out process cannot be initiated for any course the student is currently enrolled in and must be completed no later than one week prior to the start of a scheduled course for which a student desires to test-out. Students may not test-out of a non-required course, and may not initiate a test-out opportunity for any course previously attempted as a scheduled course, and may not repeat the test-out process for the same course.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Wolverine Middle and High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the District. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Any student may hold a class, club, or organizational office provided that they:

1. Possess and maintain a good academic record.
2. Possess and maintain a good attendance record.
3. Possess and maintain a good discipline record.
4. Accept and fulfill the responsibility designated to that office.

In order to run for office, a student must secure a signed endorsement from a faculty member and an administrator, and give a brief oral presentation to the class, club or organization prior to the election. Class officers are responsible for the record keeping in all fundraising activities. Funds raised by classes, clubs and organizations must be utilized for school sponsored activities only.

Student representatives from Student Council will be expected to attend school board meetings on a rotating basis so as to be available to provide any necessary input concerning student activities.

All students nominated for Homecoming and Prom King/Queen must abide by the following guidelines:

1. Possess and maintain a good academic record.
2. Possess and maintain a good attendance record.
3. Possess and maintain a good discipline record.
4. Attend the appropriate Homecoming/Prom events.
5. Dress appropriately (as determined by school administration) for Homecoming/Prom events.

All seniors participating in Commencement exercises (graduation) and Baccalaureate must dress appropriately as determined by school administration.

HIGH SCHOOL AND MIDDLE SCHOOL ACTIVITY POLICY

Activities must be approved by the Class Sponsor and the Principal before submission to the Student Council. The Student Council will consider and approve activities in order of submission a minimum of two weeks in advance. Activities held on school property shall conclude at 10:00 p.m., except for special events. The Principal will approve any exceptions to the 10 p.m. rule. All school rules will be observed during all activities.

If a person enters an activity and then leaves, that person will not be allowed to return. They will be expected to leave the school grounds.

The Principal through the school office will register guests who are not students of Wolverine Community Schools for all activities other than athletic events. Middle School activities will be limited to middle school age students and adult chaperones while High School activities will be limited to high school age students and adult chaperones. Student guests at any activity other than athletic events will be limited to a maximum of twenty years of age. Former Wolverine graduates may attend Homecoming functions at the discretion of the Administration regardless of age. Guests must be registered at least 24 hours in advance. There is a limit of one guest request per student. Guest Passes must be presented to the chaperone in charge before the guest will be admitted to the activity.

Dances require a minimum of two chaperones; one must be a staff member.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Wolverine Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A separate *Athletic Handbook* is available in the high school office. For further information, contact the Athletic Director at 231-525-9050 ext. 117. The following is a list of activities currently being offered: Basketball, Volleyball, Cross Country, Softball, Baseball, and Golf.

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the office and fill out the necessary work permit.

Students under 18 years of age may not be gainfully employed unless they have first secured a work permit issued by the school. The applications for a work permit may be obtained in the high school office. Since school is a full-time endeavor, students are not encouraged to work more than a few hours per week outside of school. The laws for the state of Michigan allow a full-time student to work a maximum of 16.75 hours per week. Total hours between school and work cannot exceed 48 hours per week.

WORK PERMITS FOR EMPLOYMENT

All minor children under the age of eighteen years who reside within the boundaries of the District must obtain a Department of Labor Work Permit in order to be legally employed. These Work Permits are available to all minor residents who live within the District at the High School Office. Resident non-student minors must present a birth certificate to obtain a Work Permit.

SECTION IV - STUDENT CONDUCT

ATTENDANCE AND EXCUSES

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline, attendance is a relevant objective criterion that can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop those responsibilities and to maintain academic standards for earning credit. As with attendance, tardiness is also detrimental to the learning process and is discouraged.

PROCEDURES AND POLICY

- A parent or legal guardian must call the office or deliver written correspondence within 24 hours to excuse an absence for their student.

- Students must check in at the school office if they arrive late to school or are returning to school during the school day.
- ****New** All absences, excused or unexcused, will count towards the ten (10) total allowable absences. Prolonged absences due to illness, vacation, or funeral will require specific documentation.
- Parents will be notified of their child's absences by mail, when they reach the 7th and 10th absence (respectively) and the 15th absence. A referral to the truant officer may also be made upon the 10th day of absence. Parents may be required to meet with the schools and resource officer as necessary.
- A student will be considered "truant" after fifteen (15) absences, a meeting with the school, the parent, and the schools resource officer will be requested. Continued absences maybe referred to the Cheboygan County Family and Probate Court. If you have any questions, or would like further information with regards to the changes, please contact the school secretary or building administrator.
- The following types of absences do not count as either excused or unexcused absences: **Suspensions (in or out of school) imposed by a school administrator, school related absences such as field trips, absences due to a death in the family and proof of professional appointment.**
- Any extenuating circumstances require individual consideration. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury); must be brought to the attention of the building administrator immediately. Upon receipt of documentation from the doctor in charge that contains a diagnosis of the illness and the specific dates that the student could/can not be in school, an individualized attendance plan will be developed.
- An Absence will be excused when the absence occurs due to personal illness. An absence for reasons of importance other than those mentioned above, should be discussed with and approved by the principal before the absence occurs.
- Personal business should be scheduled outside the school day, including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist/doctor verifying their appointments in order to be excused.
- Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their children out of scheduled school programs, they need to realize that they are placing the child at an academic disadvantage.
- In the case of skipped classes or a skipped day the student shall be considered truant. The skipping of classes or any part of the school day is considered an unexcused absence and **no make-up of class work will be permitted** for the day(s) missed. **Parents will be notified**, and disciplinary action will also follow.
- High School Students who have successfully completed the semester with fewer than 8 combined absences (excused or unexcused), 2 or fewer tardies and no behavior referrals in all classes during the semester will be allowed to take part in the winter fun day and the end of year rafting trip. Any student not meeting the criteria will be expected to attend school for those days.

TARDY POLICY AND PROCEDURES

It is also essential that each student be punctual by being on time in all assigned classes. The purpose of the tardy procedures is to help students develop responsibility. As with attendance, tardiness is also detrimental to the learning process and is discouraged.

Each student is expected to be in his/her location throughout the school day. A student who is not in his/her assigned location by the times designated for the school day shall be considered tardy. Any student arriving late to school is to report to the School Office before proceeding to class.

Any student who is late up to 10 minutes for class shall be considered tardy. Students who are more than 10 minutes late will be considered absent for that instructional period. Students who are tardy will be disciplined by the following policy:

First violation: Warning by Teacher

Second violation: Warning by Teacher

Third violation: Loss of 1/3 of a letter grade, and parent notification by Teacher.

Multiples of (3) tardies = Loss of 1/3 of a letter grade per (3) tardies

MAKE-UP TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should access the make up folder in each classroom as soon as possible to obtain assignments. Students are allowed one day per each day of absence, up to a maximum of five days, to complete work missed. In the case of prolonged absence, additional time may be granted. It is the student's responsibility to obtain all make-up work from the folder upon return to school. Make up folders are available in each classroom daily for student access.

If a student is absent but returns to school on a previously scheduled test or quiz day, or a project due date, that student will be required to take the test or quiz or hand in the project on the day of returning to school. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a M-STEP or SAT Test or other standardized test, the student should consult with the Principal to arrange for taking the test.

Parents may request that teachers prepare work for students who are absent by calling the school. Teachers will have 24 hours to prepare the work and turn it in to the office. In instances where students expect to be absent for an extended period of time due to prolonged illness, injury or vacation, work cannot be given for more than two (2) days in advance. Upon return, students will be expected to access the make up folder. Students are allowed one day per day of absence **up to a maximum of five (5) days** for completion of make up work.

STUDENT ATTENDANCE AT AFTER SCHOOL EVENTS

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, ***it is strongly advised that elementary and middle school students be accompanied by a parent or adult chaperone when they attend the event.***

The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the School's Code of Conduct at all school events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at Wolverine is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- a. Abide by national, state, and local laws as well as the rules of the school
- b. Respect the civil rights of others
- c. Act courteously to adults and fellow students
- d. Be prompt to school and attentive in class
- e. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- f. Complete assigned tasks on time and as directed
- g. Help maintain a school environment that is safe, friendly, and productive
- h. Act at all times in a manner that reflects pride in self, family, and in the school

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they will be expected to either go home and change or arrange for appropriate clothing to be brought to them. They will remain in the office until the situation is remedied. If the situation cannot be remedied, the student will be suspended for the day.

The following specific dress code directives will be observed:

- a. Shoes will be worn at all times.
- b. Hats, caps, visors, sweatbands, hoods and scarves will not be worn in school during school hours, except headgear required to be worn in observance of some religious activity or belief. Hats are to be hung in lockers at the beginning of the school day. Any student caught with a hat in a classroom or hallway will have their hat taken to the office for the remainder of the day. After the first offense, the hat will remain in the office for the remainder of the school year.

c. No clothing that advertises alcohol, tobacco, or any other controlled substances or obscene and/or suggestive slogans will be allowed at school or any school function.

d. Coats and other items that are baggy and designed as outdoor wear may not be worn or taken to class. They are to be hung in the student's locker.

e. No bare midriffs, see-through garments, bare backs, halter tops, low cut blouses or pants, tank tops or cutoffs. **Pants will cover the undergarments and a belt is required to keep pants up.** Underclothing must be worn under regular clothing.

f. Dresses, Skirts, and Shorts must extend to two inches above the knee while standing or the clothing will be deemed inappropriate and will not be allowed.

g. Clothing deemed mutilated (i.e. with rips, tears, holes, etc.) will not be acceptable. **This includes new clothing designed with rips, tears, holes and the like. Clothing must be patched with acceptable or appropriate patches in order to be worn to school.**

h. No clothing or signs representing gang involvement will be allowed at school.

i. Chains deemed by administration to be inappropriate (wallet, pocket, neck, etc.) will not be permitted to be worn at school.

j. Clothing deemed by administration to be **sleepwear** will not be permitted to be worn at school.

k. Persons will be required to conform to additional health and safety standards in specific departments, wearing appropriate attire for classes such as PE and Science Lab as the instructor dictates.

l. A separate pair of tennis shoes, a T-shirt and shorts or sweat pants will be required for all students who attend PE classes. The clothing cannot be clothing worn for the remainder of the day. All PE clothing must conform to the above listed Dress Code directives.

****Students who are representing Wolverine High School or Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, Prom, Homecoming, Graduation and other such groups and events.**

****All students nominated for Homecoming and Prom King/Queen must dress appropriately (as determined by school administration) for Homecoming/Prom events. All seniors participating in Commencement exercises (graduation) and Baccalaureate must dress appropriately as determined by school administration.**

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Homecoming/Prom events. All seniors participating in Commencement exercises (graduation) and Baccalaureate must dress appropriately as determined by school administration.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. This includes actions of groups of students toward individual students or groups of students as part of a private or secret "club."

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building Principal.

Care of Property

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parent/guardian.

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

the Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

The basic belief system incorporated in our school is that all students should feel safe and be able to learn. Adults in the district, hired by the school board, run the school - the children do not run the school. Whenever a student or a group of students keep others from learning or make an unsafe condition for others due to their actions, they will be removed from the activity, bus or classroom. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

In this handbook you will see that individual acts are not always marked with a definite penalty. The penalty will depend on the severity of the act as well as the frequency of the misdeeds of the offender. In many instances, a resolution of the conflict between individuals can be secured. While this is always the desired

outcome, consequences for inappropriate behaviors may still be applied to individuals involved in the conflict. In some cases, students may be asked to complete a written disciplinary or educational exercise, while in other cases a more serious consequence may result. **The steps indicated here will not always be in sequential order**; for example, gross insubordination of school authorities could result in an administrator giving a 10-day suspension - again, depending on the severity of the act. Usually, these steps will be taken when procedures or rules are not followed:

1. The student may or may not be warned to not repeat the offending behavior.
2. A second warning may or may not be issued.
3. Detention may or may not be given (Community Service may be given in lieu of detention or suspension depending on availability of supervisory personnel).
4. Two detentions may or may not be given.
5. Student may be suspended for a day (or partial day) or Parent Shadowing for a day may occur.
6. Student may be suspended for two (2) days.
7. Student may be suspended for three (3) days.
8. Student may be suspended for five (5) days.
9. Student may be suspended for ten (10) days and will appear before the School Board or its Discipline Committee. The School Board will review the student's cumulative record and consider expulsion or other course of action.
10. Student may be permanently expelled from school for the remainder of the school year or up to 180 school days where required by school safety legislation.

The following provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Explanation of Terms Applying to the Student Discipline Code

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or 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 the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

In conjunction with other District security measures, a trained dog may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District sponsored event. Dogs utilized for the purpose of detecting unlawful items are under the control and direction of the authorized handler.

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 whenever such help is needed.

1. Use of drugs

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited.

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

In addition, the attempted sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. These prohibitions include nonalcoholic beers and wines, prescription and non-prescription medicines (except those validated and located in the school safe) and the like. Many drug abuse offenses are also felonies. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

2. Use of Breath-Test Instruments

The principal may arrange with law enforcement officials for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. ***If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline applied.***

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. State law prohibits persons under the age of 18 to possess or use tobacco products. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. After the first warning and consequence, violations of this rule will result in filing a complaint against the offender with the Cheboygan County Sheriff's Department, which may result in fines, counseling, or other court action. In addition, detention, suspension or expulsion may also be given.

In addition, where students are caught smoking in groups and an individual smoker cannot be determined, **all students in the group may be subject to disciplinary action.**

4. **Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the School may be subject to suspension or expulsion.

5. **Possession of a weapon**

A weapon includes, but is not limited to, firearms and guns of any type whatsoever including air and gas-powered guns, whether loaded or unloaded, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if she/he brings onto or has in her/his possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, chairs, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, for dangerous weapons violation (See also Possession of a Weapon above)

7. **Knowledge of Dangerous Weapons or Threats of Violence**

This District believes that all students, staff members, and visitors are entitled to function in a safe school environment. For this reason, any person, including students, are required to report knowledge of dangerous weapons or threats of violence to the building Principal. Failure to report such knowledge may result in disciplinary action.

8. **Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, for arson.

9. **Physically assaulting a staff member/student/person associated with the District**

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” Physical assault on a staff member, student, or other person associated with the District, which may or may not cause injury, may result in charges being filed. **Body contact between students or other actions with the potential to cause injury is prohibited.** Headlocks, throwing snowballs or other objects, punching, slapping, kicking, tripping, pulling, pushing, “clotheslining,” and any motion that jerks the head, neck or spine are specifically prohibited. **Self defense is allowable only as a means to get help. Students are not to take matters into their own hands. Supervising adults must be sought immediately if a student is attacked or threatened.** State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, for physical assault.

10. **Verbally threatening a staff member/student/person associated with the District**

Verbal threats and verbal assault are both defined as “a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat; or making bomb or similar threats directed at a school building, property or school-related activity.”

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats by a student against another student may result in suspension and expulsion. State law may require that a student be expelled from school for verbal assault.

11. **Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

12. **Gambling**

Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. **Plagiarism-Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. ***This includes plagiarism of computer and internet resources, including but not limited to encyclopedic, biographic, web-site and similar resources*** Violations of this rule could result in suspension or expulsion.

14. **False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion and may be a violation of state law.

15. **Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion. (See also Possession of a Weapon)

16. **Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. Certain areas of the school building and grounds are off-limits to students during the school day and at school activities. *In addition, students and other unauthorized persons may not trespass onto school property at unauthorized times (e.g. non-participants at any practice, no school-sponsored activity, before and after regular school hours without school and parent/guardian permission.)* If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the Principal. Violations of this rule could result in suspension or expulsion.

17. **Theft**

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The School is not responsible for personal property. Theft may result in suspension or expulsion. It can also result in civil actions taken either by parents of the students involved or by school personnel on behalf of the taxpayers.

18. **Disobedience/Insubordination/Gross Disrespect**

School staff is acting "in loco parentis," which means they are allowed by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Insubordination or gross disrespect to school personnel can result in suspension or expulsion.

19. **Vandalism**

Any item not purchased by an individual student for school use that has been purchased by the school system, such as books, desks, computers, lab equipment, and other equipment belonging to the school is the property of the taxpayers of the district. It is important that the students that are borrowing them to use for the year respect these items. All taxpayers pay for the new books, new bus seats, etc, that must be replaced when malicious acts occur. The student must pay for any vandalism that occurs to school property. This includes ANY PROPERTY that belongs to the taxpayers of the Wolverine School District. This also includes textbook misuse and textbook graffiti. Students are issued books and are identified by the district as the users. Students are responsible for the book they have been issued. Condition of the book is documented by the student and teacher at the beginning of the school year and periodically throughout the year. A mandatory book check will occur at the close of each quarter marking period. If a book is damaged the student will be billed for the damage.

If a student does not pay for the damage incurred, the following penalty will apply until restitution is made:

- a. The student will not be allowed to participate in any extra-curricular activities, either as a spectator or an active participant. These activities include any after school use of the gym.
- b. Any unpaid fines or penalties of a senior student could result in the loss of that student's right to march with his/her class on the date of graduation.
- c. Continued failure to pay fines and penalties could result in legal action to recover damages.

20. **Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.

21. **Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. ***This includes use of the internet and communication networks for non-school related purposes.*** Violations of this rule could result in suspension or expulsion. (See also Trespassing)

22. **Refusing to accept discipline**

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. **Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. **Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. **Possession of electronic equipment**

The school supplies all electronic equipment necessary in school. Students are not allowed to have cell phones, camera phones, or text message devices on during academic times. Radios, “boom-boxes”, portable TV’s, beepers, pagers, electronic games or toys, laser pointers, mp3 or iPod devices and the like are not to be in student possession during academic times. These items should be stored in the student’s backpack or in their locker. If students are found using these items during academic times, they will be confiscated and kept in the school office until the end of that school day. Any further

offenses will lead to a longer period of confiscation. An exception will be made for daily bus riders and on field trips, where small game or music electronic devices will be permitted *provided these items are off and put away during academic hours.* In all other cases, the property will be confiscated and disciplinary action will be taken.

The school prohibits the use of any video device **in** any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” **Taking or transmitting images or messages for the purpose of cheating on school work or tests is also prohibited, and will be considered cheating. A student that is improperly using any device to take or transmit images or messages as described above are subject to academic and/or disciplinary consequences. Those consequences could include suspension, expulsion, or criminal charges.** Furthermore, the School will not be responsible for loss, theft, or damage of any **authorized** or unauthorized student equipment.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. ***The teacher will manage the classroom environment and activities. Teachers may remove a student from that environment when necessary.*** Persistent violations of rules could result in suspension or expulsion.

27. Disruption of the educational process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. ***The teachers, administrators and support staff members will manage the school environment and activities. The adult staff may remove a student from that environment when necessary.*** Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

28. Harassment/Bullying/Hazing

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. ***Harassment of students is prohibited, and will not be tolerated.*** This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students and staff. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment and aggressive behavior are both defined as “inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being.” This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, or any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms, including but not limited to the following:

Bullying

The Board of Education will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.
- G. electronically transmitted acts – ie., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

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

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or the Superintendent

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing is defined as “performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, team, club, or other organization that causes or creates a risk of causing mental, emotional, or physical harm.” Hazing includes but is not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;

- G. undressing or otherwise exposing initiates.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Sexual Harassment

- A. Verbal: The making of written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, and the like to a fellow student, staff member, or other person associated with the District.
- B. 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.
- C. 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.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities. Any District employee who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Gender/Ethnic/Religious/Disability Harassment

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

Reporting Harassment

Any student who believes that s/he has been or is the victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the District should immediately report the situation to any staff member or directly to the Principal. Every staff member **must** report any observed or reported situation that may be considered harassment to the Principal.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone, who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from office and/or request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as above.

Notice of this policy is distributed annually to and discussed with all District employees and students.

29. **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

30. **Profanity**

Students who engage in objectionable, profane, suggestive or demeaning language may be subject to disciplinary action that may include suspension.

31. **Laser Pointers**

Possession and or use of a laser pointer by students is strictly prohibited. These devices may cause permanent injury to eyesight when used inappropriately. Such inappropriate use may be considered as "use of a dangerous weapon." State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if she/he brings onto or has in her/his possession on school property or at a school-related activity any dangerous weapon.

INSUBORDINATION

Please note that the following acts may be considered to be insubordination:

Student Disorder
Physical Assault of any person in the school setting
Verbal Assault of any person in the school setting
Disobedience
Refusing to accept discipline
Aiding or Abetting violation of school rules
Violation of individual school/classroom rules
Violation of bus rules
Disruption of the Educational Process
Harassment
Gross Disrespect

CRIMINAL ACTS

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

Students should be aware that State law requires that school officials, teachers and appropriate law enforcement officials will be notified when a student of the District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Parents/guardians should also be aware that school employees are required by State law to report incidents of suspected or reported child abuse or neglect to proper authorities including but not limited to Family Independence Agency, Cheboygan County Sheriff, and/or Michigan State Police.

DISCIPLINE

IT IS IMPORTANT TO REMEMBER THAT THE SCHOOL'S RULES APPLY GOING TO AND FROM SCHOOL, AT SCHOOL, ON SCHOOL PROPERTY, AT SCHOOL SPONSORED EVENTS AND ON SCHOOL TRANSPORTATION. In some cases, a student can be suspended from school transportation for infractions of School bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- a. Writing assignments
- b. Change of seating or location

- c. Lunch-time and/or after-school detention
- d. In-school restriction, teacher-initiated or in-school suspension
- e. Restriction from activities

Detentions

A student may be detained after school, asked to serve detention during the noon hour, or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Detention Day

A one hour detention will be held one day a week after school. This is applicable for students in grades 7-12. Detention Day will be held on Thursdays from 2:55 to 3:55 p.m. Parents are responsible for transportation for their student(s) when detention is over. Detentions assigned by the teacher will be recorded on a Disciplinary Report and given to the Principal. The detention will be recorded on the student's disciplinary log. A copy of the Disciplinary Report will be mailed home during the week previous to the detention. In cases where immediate detention is indicated, the parents will be contacted by phone to inform them of the detention their student must serve. Accumulations of excessive detentions will result in a suspension or community service time pre-arranged with a parent. Community Service Work as is assigned in our court systems, may be given at the discretion of the Principal in lieu of disciplinary actions enumerated in this book. Community service includes working in the kitchen, working on school grounds, general maintenance work needed in both buildings or on buses.

Detention Rules

1. Students are responsible for attending detention.
2. Students may be given detention for infringement of any class or school rules.
3. A student arriving after the beginning of the detention period will be denied admission to detention and will be assigned double detention. If the detention to be served was already a double detention earned from failure to attend the original detention, the student who fails to attend a double detention may be suspended from school.
4. A student is expected to bring books and materials with him/her to work on during that time. If his/her homework is already completed, they may bring a library book. They may NOT bring comic books, magazines, drawing paper (unless it is for an assignment), yearbooks, etc.
5. No passes of any kind will be given.
6. No communication of any kind with other students will be permitted.
7. No sleeping during detention.
8. No eating or drinking of any food substance.
9. No disruptive behaviors of any kind.
10. Detention is dismissed at the discretion of the Detention Supervisor.
11. The Detention Supervisor has the authority to suspend a student for behavior.

If a student who is to serve a detention is absent on a detention day, the detention will be automatically held over to the next available detention day.

Teacher Initiated Suspensions

A teacher may suspend a student from a class, subject or activity for up to one full school day for certain conduct as specified in the Code of Conduct. In general, this conduct involves a student's behavior that is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn. The teacher shall immediately send the student to the Principal and specify the reason for the suspension. The teacher shall schedule a parent-teacher conference as soon as possible after the suspension, preferably the same day, to be held after school. The Principal may attend the conference upon request of the parent or teacher. The student shall not be returned to the class, subject or activity that school day without the consent of both the teacher and the Principal. The student shall be permitted to attend other classes taught by other teachers on the day of suspension.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, out-of-school suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Out-of-school suspension and expulsion can be appealed. Removal for less than one school day without the possibility of further suspension or expulsion may not be appealed.

Students being considered for out-of-school suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended out-of-school, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. The student may receive either an in-school suspension or an out-of-school suspension at the discretion of the Principal. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. An out-of-school suspension may be appealed, within two days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

Any student who is suspended for one or more days is also suspended from ALL extra- and co-curricular activities such as athletic practice and games, field trips, dances, etc. during the time of school suspension. This applies to both In- and Out-of-School suspensions. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is suspended, s/he may make up work missed while on suspension. The Make-Up Work Policy described in the Attendance Policy will be in force. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the long-term suspension/expulsion section below.

In-School Suspensions

A student may be required to serve an in-school suspension in lieu of an out-of-school suspension at the discretion of the Principal. Assignments from the student's classes will be obtained and the student will be required to complete these assignments for credit during the time of in-school suspension. The in-school suspension supervisor may also require additional assignments to be completed during this time at his or her discretion. In the event a student is absent on a scheduled in-school suspension day, he or she will be required to serve the in-school suspension upon his or her return to school.

Long-term suspension or expulsion from School

When a student is being considered for long-term suspension of more than ten (10) days or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- **The charge and related evidence;**
- **The time and place of the Board meeting;**

- **The length of the recommended long-term suspension or expulsion;**
- **A brief description of the hearing procedure;**
- **A statement that the student may bring parents, guardians or counsel;**
- **A statement that the student may give testimony, present evidence, and provide a defense;**
- **A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.**

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the School Board during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of long-term suspension or expulsion, the long-term suspension or expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the adult student or parent/guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Wolverine Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

SEARCH AND SEIZURE

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Only combination locks may be used in school.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students authorized to do so, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the network administrator. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent or vulgar
 - 2. Advertises any product or service not permitted to minors by law
 - 3. Intends to be insulting or harassing
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one and one half miles from school. **NO SCHOOL DISTRICT IS REQUIRED TO PROVIDE TRANSPORTATION. BUS RIDING IS A PRIVILEGE AND CONVENIENCE.**

The transportation schedule and routes are available by contacting the Transportation Department at 525-9050 ext.106.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

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.

Special transportation requests for birthday parties, etc. must be made prior to the date of the event if bus transportation is expected. Permission may be granted if there is room on the bus.

Phone calls indicating bus transportation changes must be made no later than 2:30.

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.

The following behaviors are expected of all students:

Previous to loading (on the road and at school), each student shall:

- a. Be on time at the designated loading zone 5 minutes prior to scheduled stop
- b. Walk to and from the bus stop facing traffic
- c. Stay off the road at all times while walking to and waiting for the bus
- d. Line up single file off the roadway to enter
- e. Conduct yourself with courtesy and consideration for others while waiting for the bus
- f. While waiting, DO NOT fight or bully other students, throw snowballs or other items at people or vehicles, destroy any property, trespass on private property, obstruct the road, or run after or slide behind a moving vehicle
- g. Wait until the bus is completely stopped before moving forward to enter
- h. Refrain from crossing a highway until the bus driver signals it is safe, then cross in front of the bus
- i. Go immediately to a seat and be seated
- j. Be considerate of smaller children who are riding the bus with you

Bus drivers need to be informed if a student is not going to ride the bus. Parents need to call the bus garage at Extension 106 and leave a message on voice mail when a student is absent. If a student fails to ride 3 days in a row, the parent must call the garage to resume bus transportation. Students need to be ready to board the bus when it reaches the bus stop. When a student is not visible at a bus stop, the bus will not stop.

During the trip each student shall:

- a. Remain seated while the bus is in motion, facing the front of the bus, and not in the aisle
- b. Keep head, hands, arms, and legs inside the bus at all times
- c. Not litter in the bus or throw anything from the bus
- d. Keep books, packages, coats, and all other objects out of the aisle
- e. Be courteous to the driver and to other bus riders
- f. Not eat or drink on the bus
- g. Not tamper with the bus or any of its equipment
- h. Not smoke or light any fires on the bus
- i. Not fight, push, or roughhouse with others while boarding or riding the bus
- j. No profanity, shouting, loud talking or whistling

Any possession or use of an incendiary device such as lighter, matches, firecracker, etc. on a school bus is subject to automatic school bus expulsion for the rest of the school year.

Leaving the bus each student shall:

- a. Remain seated until the bus has stopped
- b. 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
- c. 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.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Any serious violation of these rules could result in automatic revocation of bus privileges. **The steps indicated here will not always be in sequential order.**

- 1st Offense- 1 day suspension off the bus**
- 2nd Offense- 3 days suspension off the bus**
- 3rd Offense- 5 days suspension off the bus**
- 4th Offense- 7 days suspension off the bus**
- 5th Offense- 10 days suspension off the bus**
- 6th Offense- 20 days suspension off the bus**
- 7th Offense- suspension off the bus for the remainder of the year**

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal/social worker and may be used as evidence of the misbehavior. Videotape evidence is NOT required to substantiate misbehavior. Since these tapes are considered part of a student's records, they can be viewed only in accordance with Federal Law.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Bicycles and snowmobiles used for transportation must be ridden in a safe manner. Any student conducting himself or herself in an unsafe manner while riding a bicycle or snowmobile to or from school or on school grounds will not be permitted to use a bicycle or snowmobile on school grounds. Bicycles that are brought to school during regular school hours must be parked in the designated bike racks. Snowmobiles brought to school during regular school hours must be parked adjacent to the bike racks. The school assumes no liability for bicycles or snowmobiles brought on school property. **Other "off-road-vehicles" are not permitted on school grounds.**

Students who use motor vehicles or snowmobiles for transportation to and from school are subject to the rules that follow:

1. The student must obtain a permit from the Principal.
2. Students shall complete the Driving Permit form and provide:
 - a. Driver's license (or snowmobile safety certificate);
 - b. Insurance information;
 - c. Registration information;
3. Students under age eighteen (18) are to have parent/guardian signatures on the Driving Permit form to drive to school.
4. When the school provides transportation, students shall not drive to school-sponsored activities.
5. No other students are allowed to be driven to a school sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.
6. **Students may not go to cars during school hours or sit in cars during noon hour.**
7. Students will park only in the high school parking lots designated for them. Students who have permission to use their vehicles will park their vehicles in the gymnasium parking lot or Ballard Street parking lot only. Staff and visitor parking is designated for the parking spaces in front of the buildings.
8. **No student is permitted to drive or park in any of the elementary building driveways or parking areas.**
9. **Failure to abide by the driving and parking rules may result in loss of driving privileges, loss of special enrollment privileges, and/or unauthorized vehicles towed at the owner's expense.**
10. Students may not take their cars from the parking area without the permission of the Principal during the day or at noon. (No driving to the elementary school.)

11. All student drivers arriving on campus or leaving campus may enter and exit Brook Street from Ballard Street. Please do not drive around the block, as younger students walking to and from school could be in danger.
12. Any student driving in a reckless fashion on streets adjacent to school property will be subject to loss of school driving privileges and the Cheboygan County Sheriff's office or Michigan State Police will be notified.

WOLVERINE MIDDLE AND HIGH SCHOOL SIGNATURE PAGE

Parents and students need to SIGN EACH SECTION THAT APPLIES and return to the office no later than October 2, 2015.

The following 3 statements require signatures of ALL 7-12 grade students and their parents:

Parent-Student Handbook: We hereby *acknowledge that we have access* to the Handbook, and understand that the rules, guidelines, procedures and policies will be utilized by school personnel during the current school year as an

administrative aid in the conduct of school matters. We further understand that this handbook replaces all prior handbooks and other written material on the same subjects, and additional rules, guidelines, procedures and policies may be enacted during the school year as deemed appropriate by school administration and/or the school board.

Student Lockers: In accepting any school locker assignment, we hereby *acknowledge* that the school administration has joint use and control of and may open this/these lockers and examine any of the contents at any time. The opening and examination of the locker shall be made only in the presence of another staff member, with or without the student present.

Athletic, Field Trip and Regular Bus Rider Agreement: We hereby *acknowledge receipt* of the Transportation policies and procedures as contained in the Handbook, and understand the rights and responsibilities pertaining to regular and occasional bus riders and agree to support and abide by these policies and procedures to ensure safe transportation for all.

Student Signature _____ Parent/Guardian Signature _____ Date _____

The following 3 statements are optional, but need signatures of ALL 7-12 grade students/parents to avoid a loss of educational opportunities or public recognition:

Parent-School Compact: We have read and understand the Parent Involvement section included in this Handbook. We hereby *acknowledge and support* the provisions of the Parent Involvement section.

Walking Trip Release: We understand that my child's class may be walking with adult supervision to the library, village park, or other areas close to the school during the school year. We hereby *give permission* for my child to participate in these brief walking trips. Parents will be notified of all other field trips as they are scheduled, and will need to sign a separate release prior to each field trip.

Media Release: We understand that student and professional news photographers may ask to take pictures of student activities, and that educators or parents may videotape or photograph student activities for educational purposes, and that student photos and names may be included in news articles, honor roll lists and school web pages on the internet. We hereby *give permission* for my child to appear and be named in school-approved media. Students without this release signature will not be permitted to appear in photos, videotaping, articles, honor roll lists, or the school website.

Student Signature _____ Parent/Guardian Signature _____ Date _____

The following statement requires signatures of PARTICIPATING High School students & parents ONLY:

Career & Technical Education / Dual Enrollment Agreement: We understand that the student is responsible for providing his or her own transportation to off-campus educational and work-based programs, for proper attendance at school and for abiding by the Code of Conduct of the school, and for maintaining satisfactory grades, all of which apply to off-campus educational programs. We further understand that policies and procedures as given in the Handbook for these types of programs must be followed. We hereby *acknowledge* that violation of rules or failure to follow procedures including attendance will necessitate the student being dropped from the program as well as reimbursing district for the cost of tuition.

Student Signature _____ Parent/Guardian Signature _____ Date _____