

WAKEFIELD-MARENISCO SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK 2015-2016

Grades 7-12

Welcome to the Wakefield-Marenisco School. All of the members of the staff are pleased to have you as a student and we will do our best to help make your experience as productive and successful as you wish to make it.

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Adopted by the Board of Education on August 16, 2010
Discipline Code/Procedure adopted by the Board of Education on August 16, 2010

**This Student/Parent Handbook is effective for the
2015-2016 academic year.**

Table of Contents

	Page #
Section I - Introduction	
Foreword	4
Mission of School	4
Equal Education Opportunity	4
Parent Involvement	4-5
School Day	5
Student Rights and Responsibilities	6
Student Well-Being	6
Injury and Illness	6
Section II - General Information	
Enrolling in the School	6
Scheduling and Assignment	7
Guidance and Counseling	7
Early Dismissal	7
Withdrawal and Transfer Out of School District	7
Immunizations	7
Health Services	7
Illness in School	7
Emergency Medical Authorization	7
Use of Medications	8-9
Control of Casual-Contact Communicable Disease and Pests	9
Control of Noncasual-Contact Communicable Diseases	9
Individuals with Disabilities	9
Student Records	9-11
Armed Forces Recruiting	12
Student Fees, Fines, Supplies	12
Lockers	12
Student Fund-Raising	12
Student Valuables	12
Review of Instructional Materials and Activities	12
Meal Service	12
Fire and Tornado Drills	12
Emergency Closings and Delays	12
Preparedness of Toxic and Asbestos Hazards	14
Visitors	14
Hall passes	14
Use of the Library	14
Study Hall Rules	14
Use of School Equipment and Facilities	14
Lost and Found	14
Student Sales	14
Use of Telephones	14
Cell Phones and Electronic Communication Devices	14-15
Advertising Outside Activities	15
Section III - Academics	
Course Offerings	15
Field and Other District Sponsored Trips	15
Grades	15
Grade Point Average	15
Grading Periods	16
Promotion, Placement, and Retention	16
Graduation Requirements	16-17
Dual Enrollment	17
Recognition of Student Achievement	17
Homework	17
Retake Option	17
Computers Technology and Networks	17-18
Student Assessment	18
Section IV - Student Activities	
School-Sponsored Clubs and Activities	19
Nonschool-Sponsored Clubs and Activities	19
Athletics	19-21
Student Employment	21

Section V - Student Conduct

Attendance	21-22
Attendance and Absence Policy	22-23
Suspension from School	23
Vacation during the School Year	23
Make Up Tests and Other School Work	23
Student Attendance at School Events	23
Code of Conduct	23
Expected Behaviors	23
Dress and Grooming	24
Gangs	24
Care of Property	24
Student Discipline Code	24
Anti-Bullying/Intimidation Policy	25
Explanation of Terms Applying to the Student Discipline Code	25
Possession of a Firearm, Arson, and Criminal Sexual Conduct	26
Criminal Acts	26
Discipline	27
Due Process Rights	28
Search and Seizure	29
Student Right of Expression	29
Student Concerns, Suggestions, and Grievances	29
Right to Appeal: Athletic Code	29

Section VI - Transportation

Bus Transportation to School	30
Bus Conduct	30
Penalties for Infractions	31
Self-Transportation to School	32

Section I - Introduction

A. Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedure. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the administration.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August 16, 2010. If any of the policies or administrative guidelines referenced herein revised after August 16, 2010, the language in the most current policy or administrative guideline prevails.

B. Mission of the School

It is the mission of the Wakefield-Marenisco School District in partnership with families, students, and the community, to provide all students with the necessary skills to enable them to be productive and responsible members of a free, democratic society.

C. Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or nation origin, while at school or school activity should contact the school immediately at 906-224-7211. Complaints will be investigated. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation.

D. Parent Involvement in the School Program

The Wakefield-Marenisco School District 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. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goals. To the end, parents should be meaningfully involved in:

- a. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- b. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- c. Establishing the learning outcomes for their child with the goal of developing a responsible adult member of society.

The Wakefield-Marenisco School District Board of Education is committed to communicating to parents at a level and in a language they can understand.

The Wakefield-Marenisco School District Board of Education through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the district. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the district, which may include:

- a. Parent Advisory Committee meetings

- b. Ways to encourage continued positive partnerships involvement throughout the community by staff and administrators.
- c. Ways to encourage parents to serve as chaperones for class field trips and other school activities
- d. Provide opportunities for discussion between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially.

Relations with Parents

The Wakefield-Marenisco School District Board of Education needs parents to assume and exercise responsibility for their children’s behavior, including the behavior of students who have reached the legal age of maturity, but are still supported by the parent. During the school hours, the Wakefield-Marenisco School District Board of Education, through its designated administrators, recognizes the responsibility to monitor students’ behavior and, as with academic matter, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Wakefield-Marenisco School District Board of Education encourages parents to support their child’s career in school by:

- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment
- Requiring their child to observe all school rules and regulations
- Supporting or enforcing consequences for their child’s willful misbehavior in school
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress
- Maintaining an active interest in their child’s daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study
- Reading all communications from the school, signing, and returning them promptly when required
- Cooperating with the school in attending conferences set up for the exchange of information of their child’s progress in school.

This Parent Involvement Policy was adopted by the Wakefield-Marenisco District School Board of Education on December 13, 2004.

E. School Day

The school will be open each day from 7:25 a.m. until 4:15 p.m. For students in grades 7-12, the first bell rings at 7:50 with homeroom starting at 7:55 and classes starting at 8:23. The last class of the day ends at 3:13 p.m. Eighth period may be part of an extended school day and ends at 4:08. The students have three (3) minutes between classes and thirty-one (31) minutes for lunch. Elementary students will begin at 8:00 a.m. and end at 3:08 p.m. Students in grades K-6 have forty (40) minutes for lunch.

F. 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 teachers’ directions and to obey all school rules. Disciplinary procedures are designed to ensure 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 student’s responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

All students must arrive at school on time, prepared to learn, and be willing to participate in the educational program.

G. 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 deliver written notice about such needs along with proper documentation by a physician, to the school office.

H. 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 to go to the office. An appropriate adult in 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 II - General Information

A. Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless they are enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate or similar document
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency
4. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office 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.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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.

B. Scheduling and Assignment

Schedules are provided to each student prior to the beginning of the school year, on the first day of school, or upon enrollment. Schedules are based on the student's needs and available class space. Students are to review their class schedules carefully prior to their entrance at the beginning of year in order to avoid making changes in their schedule. No class change will be made after Friday of the first week of each semester.

Only under extenuating circumstances and with the written consent of the administration will consideration be given to a student desiring to change his/her schedule. At the administration's discretion, a parent conference may be required. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites.

C. Guidance and Counseling

The Guidance and Counseling Program is designed to assist students with individual problems and plans. This includes the total school program. The Guidance Counselor will gladly help.

D. Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or by the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian(s).

E. Withdrawal and Transfer Out of the District

Parents/Guardians must notify the administration about plans to transfer their child to another school. If a student plans to transfer from the Wakefield-Marenisco School District, the parent/guardian must notify the administration in writing and fill out a withdrawal form, which must be signed, by his/her teachers and counselor before it is returned to the office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

F. Immunization

Students must be current with all immunization required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the administration 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 immunization or waivers should be directed to the office.

G. Health Services

If you have a health problem of any kind, please report it to the school office. Each student should inform the office of any or all chronic health problems such as hearing loss, dizzy spells, seizure disorders, etc. The school cannot be of service to a student if we are uninformed of any existing health issues.

H. Illness in School

If a student becomes ill at school, he or she should ask the teacher in charge to excuse themselves to the school office. A call to a parent/guardian will be allowed. If a student leaves on his or her own with parent permission, the District requests that the parent/guardian notify us when the student arrives at home. If a student is too sick to remain in class, then it is expected that he or she will be released into the care of the parent. Students should never leave the school building without signing out in the school office.

I. 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 on or off school grounds. This includes field trips, spectator trips, athletic, and other extra-curricular activities, and co-curricular activities.

J. Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent/guardian.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parent, guardians, or students authorized in writing by their physician and parents/guardians, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed the necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may self-administer a metered dose or dry powder inhale for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c)
and
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

Students with a need for emergency medication may also be allowed to self possess and self-administer such medication, provided that they meet the same conditions established above.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

K. Control of Casual-Contact Communicable Diseases and Pests

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

L. Control of Non-casual-Contact Communicable Diseases

In the case of noncasual-contact, communicable diseases, the school will have 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 ensure 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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, & C); 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 student or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

M. Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (Individuals with Disability Education Improvement Act) and State law.

N. Student Records

The School District maintains many student records including both directory information and confidential information.

Directory Information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/Guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. The Wakefield-Marenisco School District would like to inform parents that directory information will be made available upon request. The Wakefield-Marenisco School District designates the following as student "directory information":

- Student Name
- Student Address
- Telephone number
- Photograph
- Participation in officially recognized activities and sports; height and weight, and if a member of an athletic team
- Date of graduation
- Awards received
- Honor Rolls & Perfect Attendance
- Scholarships

Parents/guardians and adult students may refuse to allow release of any or all such "directory information" upon written notification to the District within fourteen (14) days after receipt of this public notice.

Parents/guardians have the right to inspect, review and request amendments to their child's school records. The child must be under eighteen (18) years of age and presently enrolled in school. As a student of majority age, an individual can request access to review and inspect his/her own school record. Contact the school office for requesting to inspect.

Other than directory information, access to all other student records is protected by Free Education Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individual who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/Guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of his/her right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, 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/guardians
- B. mental or psychological problems of the student or his/her family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisal 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/guardians; 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 ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians 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/guardian will have access to the survey/evaluation within a reasonable period of time after the Principal receives the request.

The Superintendent will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents/guardians of students in the District of the specific of approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- I. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for the purpose; and

- J. 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 Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/Guardians 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
Washington, D.C. 20202-4605

Informal inquiries may be sent to the Family Policy Compliance Office via the following email address:

FERPA@ED.Gov; and
PPRA@ED.Gov

O. 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/guardian of a student submits a signed, written request to the Board that indicates that the student or the parent/guardian does not want the student's directory information to be accessible to official recruiting representatives, then the school officials of the School shall not allow that access to the student's directory information. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

P. Student Fees, Fines, and Supplies

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See policy 6152) Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Q. Lockers

Each student is assigned a locker for the storage of his/her books and equipment. Students are not to share a locker with another student. The student's responsibility is to see that his/her locker is kept locked and orderly at all times. Students will be responsible for all school materials. All personal locks must be accompanied by a key and/or combination to be kept in the office. Lockers and desks remain school district property and are subject to inspection at any time.

R. 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.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without approval.
- Students may not participate in a fund-raising activity conducted by community organizations on school property without the approval of the administration.

S. Student Valuables

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

T. Review of Instructional Materials and Activities

Parents/Guardians 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/guardian who wishes to review materials or observe instruction must contact the administration prior to coming to the school. Parents'/Guardians' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

U. Meal Service

The Wakefield-Marenisco School District participates in the National School Lunch Program and makes lunches available to students at a rate of \$12.50/week for elementary and \$15.00/week for grades 7-12 and breakfasts available to all students for a fee of \$3.50/week. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the School's Free and Reduced-Priced Meal Program are distributed to students. If a student does not receive one and believes that s/he is eligible, s/he should contact the school office.

V. Closed/Open Campus

Grades K-11 will not be allowed to leave school premises during the lunch period without specific written permission granted by the parent/guardian **and** approval by the administration. Only students of senior class standing who are passing all classes and have not earned an out-of-school suspension are eligible for the open-campus lunch privilege.

W. Vending Machines

The vending machines in the school are for the convenience of the Wakefield-Marenisco School population and are present with the permission of the administration. The junior class manages the operation of the machines. Profit from the machines is used to improve the school and the decisions for the latter are made by the junior class. The cooperation of the entire student body is needed to keep the machines in good working order. The vending machines are to be used only after school, as required by federal law. Beverages and/or food may not be taken into the classrooms, gymnasium, or stored in lockers at any time.

X. Fire and Tornado 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 tornadoes is different from the alarm system for fires and consists of a series of bells on the P.A. system followed by an announcement.

Y. Emergency Closing and Delays

If the school must close or opening is delayed because of inclement weather or other conditions, the School will notify the following television station: WLUC TV6.

In addition to the utilization of media, the school will send a mass communication via the School Messenger Emergency Communication System, which will include automated phone calls and/or emails.

Z. Preparedness for Toxic and Asbestos Hazards

The Wakefield-Marenisco School building contains no friable asbestos. The only remaining asbestos is in the glue on the back of floor tile in a few rooms on the first floor. These floors are sealed and waxed twice a year which negates any concern over asbestos. For all intents and purposes the Wakefield-Marenisco School is asbestos free. All of the asbestos materials are inspected every six months and if any repairs are necessary they are made by certified asbestos repair people.

The location of the little asbestos material is documented in the District Asbestos Management Plan. This plan also contains all of the asbestos abatement and repair activities of the School District since the AHERA law went into effect in 1988. This management plan is available for inspection in the District administration offices during regular business hours. If you have any questions or concerns about asbestos, please call the office.

AA. Visitors

Any person other than Wakefield-Marenisco School students or staff is regarded as a visitor and MUST report to the School Office IMMEDIATELY for clearance before going anywhere in the building. Day visits by students from other Districts are discouraged but are permitted if advance approval is given by the administration and teachers.

BB. Hall Passes

Students in the halls while classes are in session must have authorized passes.

CC. Use of the Library/Media Center

The library is available to teachers throughout the school day. Teachers may sign up to take their class to the library in order to check out books or use the media center for presentations. Students should check out books with their teacher's permission for a period of not longer than two weeks. In order to avoid late fees, all materials checked out of the library must be returned to the library.

DD. Use of School Equipment and Facilities

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

EE. Lost and Found

All parents should write their child's name in clothing such as snow pants, jackets, hats, mittens, boots, sweatshirts, etc., to prevent the loss of clothing. The lost and found area is in the school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each grading period.

FF. Student Sales

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

GG. Use of School Office Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

HH. Cell Phones and Electronic Communication Devices

No student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) before or after passing time (the time period between the bell sounding the end of one period and the bell sounding the beginning of another). Cell phones must be kept on silent or turned off and locked in the student's locker from 7:50 am until 3:13 pm. during class periods. Unauthorized use of cellular phones/ECD/ESD to communicate or access information during classes or testing is prohibited without permission from the teacher and/or supervisor.

Except as authorized under this policy, use of a cellular telephone/ECD/ESD in school, on school property, and at school-related functions will be subject to disciplinary action. The use of cell phones/ECD/ESD in locker rooms or restrooms is prohibited.

Possession of a cellular telephone/ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone/ECD/ESD. At no time shall the District be responsible for preventing theft, loss or damage to cell phones/ECD/ESD brought onto its property.

1st Violation

Device will be confiscated and kept in the office until the end of the day. The student may collect the device at that time.

2nd Violation

Device will be confiscated and kept in the office until a parent/guardian collects it.

3rd Violation

The student will be assigned an After School Detention. Device will be confiscated and kept in the office until a parent/guardian collects it.

4th Violation

The student will be assigned a one (1) day In-School Suspension. Device will be confiscated and kept in the office until a parent/guardian collects it.

II. Advertising/Posting Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the administration. The administration will try to respond to requests for approval within twenty-four hours of their receipt.

Section III - Academics

A. Course Offerings

Mathematics	Algebra I, Geometry, Algebra II, Algebra ½ and Consumer Mathematics
Science	Physical Science, Biology, Environmental Science, Chemistry, Advanced Biology
English	English/Language Arts I, II, III, IV
Social Studies	World History and Geography, Modern US History, Government/Economics, Careers
Fine Arts/Technical	French 1, 2, General Band, Creative Art-Comprehensive, Printing/Graphics, Ceramics, Family and Consumer Science-Comprehensive, Vocational/Technical, Choir
Wellness	Health, Physical Education, Fitness/Conditioning Activity, Health/Life Management

B. Field and Other District-Sponsored Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity that is approved as part of the District's total educational program. All District-sponsored and field trips are considered to be part of the school's curriculum and students are expected to attend the field trip OR be present in school. No student will be excused absent from a district sponsored or field trip without a written doctor's slip.

The Board of Education shall approve those field trips and other District-sponsored trips that are planned to keep students of the District overnight or longer or out of the State. The Superintendent shall approve all other such trips.

Students may be charged fees for District-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips that shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare, of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. In an instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

C. Grades

The Wakefield-Marenisco School District has 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 student at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should refer to the course syllabus and ask the teacher.

The school uses the following grading system:

- A = Excellent Achievement
- B = Good Achievement
- C = Satisfactory Achievement
- D = Minimum-Acceptable Achievement
- E = Failure
- I = Incomplete

D. Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighed point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester year, or for a series of school years.

E. Grading Periods

Report cards are given out every nine (9) or ten (10) weeks to notify both the student and parent/guardian of progress. The grades and evaluation will be distributed by the teachers, as they are your property and need not be returned to school. Incomplete grades must be made up within two (2) weeks after the end of each marking period. Failure to do so will result in the incomplete grade becoming a failing grade. Long-term illness with proper medical documents may be an exception. Student progress reports are sent out after four (4) or five (5) weeks of each marking period to parents/guardians of all students.

F. Promotion, Placement, and Retention

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the Michigan Merit Exam. 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 (IEP). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and the Guidance Counselor will be pleased to answer your questions.

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

Freshman =	0 to 3 credits
Sophomore =	4 to 8 credits
Junior =	9 to 13 credits
Senior =	14 or more credits

G. Semester Grades / Credits Earned

Semester grades will be based on the ratio of 40/40/20. For each semester, a student's grade for the first nine weeks will be equivalent to forty (40) percent of the semester grade, a student's grade for the second nine weeks will be equivalent to forty (40) percent of the semester grade, and the student's exam grade will equate to the remaining twenty (20) percent. A student must earn a passing semester grade in order to earn one-half (.5) credit for any course taken.

H. Graduation Requirements

Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and be graduated, a student will need to meet the school requirements for basic course work and earn the necessary number of credits.

Student must be enrolled in grades 9-12 at least eight semesters. This requirement may be waived by the Wakefield-Marenisco School District Board of Education upon written request by the parent/guardian or by the student, if 18 years of age or over. To supplement classes or for additional credit, full time students may enroll at a college, university, or any online course approved by the administration.

No student may take part in graduation ceremonies unless s/he is eligible to graduate and will be receiving a diploma. The administration will determine eligibility. The following are necessary classes for meeting graduation requirements:

4 cr. English
4 cr. Math (Algebra, Geometry, Algebra II, +1)
3 cr. Science (Biology, Chemistry or Physics, +1)
1 cr. US History/Geography
1 cr. World History/Geography
.5 cr. Civics
.5 cr. Economics
.5 cr. Health
.5 cr. Physical Education
1 cr. Visual, Performing, or Applied Art
Online Experience (Proof)
2 cr. World Language
Electives
Total Credits= 22

I. Dual Enrollment

Any student in Grade 11 or Grade 12 may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the counselor to obtain the necessary information.

J. Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff, coordinated by the Guidance Counselor, and often presented at assemblies.

Honor Roll(s)

An honor roll will be published at the end of the first and third marking periods and first and second semesters. All subjects will be counted in determining eligibility and the student must maintain a 3.000 average. Only one "C" will be allowed. A "D", "E", or "I", in any subject will disqualify a student. Students in grades 9 through 12 must carry six classes (five classes for vocational-technical students) to be eligible for the honor roll. Students with all "A's" shall be so designated.

Athletic Awards

Each head coach, with the approval of the Athletic Director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

Academic Excellence Card Policy

Any senior who has maintained a 3.33 G.P.A. through the end of his/her junior year will be entitled to receive a pass to all home athletic events. The pass can be picked up in the school office.

K. 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 Merit Exam and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

L. Retake Option

The student has the option to retake or redo any assignment, quiz, test, project or other graded work one time. There is a 2 week window for the retake, but a retake of a quiz or test cannot be done until all missing assignments related to and returned prior to the test or quiz, are completed.

Additional retake opportunities may be provided at the discretion of the instructor

M. Computer Technology and Networks

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parent/guardian must sign an agreement that 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 as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent/guardian agreement will be distributed.

N. Student Assessment

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate Michigan Merit Exam or given an alternative test. With some exceptions they will be given once a year. Make-up dates are scheduled, but unnecessary absences should be avoided. A student enrolled in special education may be exempted from the Michigan Merit Exam. The IEPC Team makes such an exemption. The student may still need to earn the required credits indicated by the IEP.

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. Vocational interest surveys may be given to identify particular areas of student interest or talent. Guidance staff often gives these.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. 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. Depending on the type of testing and specific information requested, parent/guardian or adult student consent may be obtained. The Wakefield-Marenisco School District will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Counselor.

Section IV - Student Activities

A. School-Sponsored Clubs and Activities

The Wakefield-Marenisco School District 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 Board authorizes student groups that are sponsored by a staff member. Authorized groups include:
School Play, Student Council

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.

Football, Tennis, Basketball, Track, Volleyball,
Cheerleading, Quiz Bowl, & Asset Building

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

B. Nonschool-Sponsored Clubs and Activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the administration. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that non-school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No organization which is not sponsored by the District may use the name of the school or school mascot.

C. Athletics

The Wakefield-Marenisco School District provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Wakefield-Marenisco School District Athletic Director.

Co-op Football, Basketball, Track, Volleyball, Cross Country
Cheerleading, Co-op Skiing & any school sanctioned or cooperative sport.

Students in athletics and extra curricular activities are expected to follow the behavior guidelines of the student code. These training rules and recommendations are an addition to the student code. Violations of the student code guidelines and athletic training rules can affect a student's eligibility.

Eligibility Policy:

Eligibility Policy: Students will be eligible to participate in extra curricular activities if they meet the following requirements:

A student must:

1. Be taking at least three classes (credits) according to the MHSAA guidelines.
2. Be passing all classes s/he is taking.
3. Maintain satisfactory behavior in all classes and detention sessions.
4. Be current in fines/charges/detention time.

Academic standing will be checked at the end of the fourth or fifth week (midterm reports) and at report card distribution of each marking period. A student who fails to meet the academic standards will be ineligible to participate in any extra curricular activity for a minimum of one week. Ineligibility will begin on the Monday following midterm reports and report card distribution. Academic standing will be checked every Friday for all academically ineligible students. The athlete must submit a completed progress report to their coach/advisor in a timely manner by the 3:30 pm the Thursday before each Friday grade check. As soon as the athlete is passing all of their classes on the Friday grade check, they become eligible to play the following Monday.

If a student-athlete is academically ineligible for a total of three (3) weeks within one season, whether consecutive or cumulative, he or she will be deemed academically ineligible for the remainder of that season.

Student behavior will be monitored daily during the normal school day, after school detention sessions, and other school related functions. Any student who receives a disciplinary referral due to a violation of school rules may lose extracurricular eligibility.

Recommendations for Personal Conduct: Along with maintaining a proper and well-balanced diet, the outstanding phase of training is to get enough rest. The best judges as to whether you receive enough rest and/or sleep are you and your parents/guardians.

Please strive to represent the school well by conducting yourselves as ladies and gentlemen. Avoid conduct of any kind which may be detrimental to the Wakefield-Marenisco School District and our athletic program.

Athletic coaches must act upon any misconduct that may be deemed detrimental to Wakefield-Marenisco School District or the athletic program when they are the adults in charge. The coach/sponsor has the authority to establish guidelines regarding curfew time, policy on unexcused absences from practices, awarding letters/numerals, behavior, and anything s/he deems necessary.

Training Rules: You are expected to follow without exception these definite training rules.

1. Do not have in your possession or use tobacco in any form on or off school premises (smoking, chewing, sniffing, etc)
2. Do not consume or have in your possession alcoholic beverages, marijuana in any form, or any other mind-altering drugs on or off school property.
3. Do not contribute to the delinquency of a minor(s) in any way.
4. Do not use any prescription-type drugs in any form other than those prescribed by your physician specifically.

Athletic Consequences: The following penalties are in effect when any one of the previous four training rules is broken. Penalties for training rule violations apply during each calendar year (365 days per year). If an athlete violates the above training rules between seasons, the penalty will be enforced at the beginning of the next sport in which s/he previously participated.

Note: Training rule violations are cumulative for one year (365 days). After an offense, the athlete must not have any other infractions for the next 365 days from the last infraction date or the next penalty will be enforced.

First Offense - A one week suspension will be issued. The athlete will not be able to play in any games scheduled during the suspension. If the suspension occurs during the preseason or prior to the start of a season, the penalty is enforced starting the first week of scheduled games. A week is interpreted to mean a seven-day period, Sunday included. The athlete is required to practice during the suspension. If no games are scheduled during that week, the player will miss the next game.

Second Offense - If there is a second offense, a three-week suspension will be issued. The athlete will not be able to play in any games scheduled during the suspension. If the suspension occurs during the preseason or prior to the start of a season, the penalty is enforced starting the first week of scheduled games. The athlete is required to practice during the suspension.

Third Offense - If a third offense occurs, the penalty is dismissal from all sports for one calendar year. Dismissal would continue for one year, from the date of the third offense. If the offense is related to drugs or alcohol, player must complete a drug and alcohol counseling and rehabilitation program with Family Services (932-3398) prior to gaining eligible status.

Rules Regarding School Attendance:

1. If a student misses any part of the school day, s/he will not be eligible to practice or participate in an athletic event that day.
2. If a student has an excused absence from school for something other than illness, the foregoing provision maybe waived by the Principal.
3. Athletes/Managers/Cheerleaders shall attend school the entire day following an athletic event; failure to attend school will result in a one-game suspension for the first such incident. Students who have an excused absence may forgo the provision in an extenuating circumstance where it is waived by the Principal. Students, who are excused due to illness, MUST show a doctor's excuse. If such absences occur on more than one occasion, the matter will be referred to the athletic council.
4. Coaches must check with the school office each day to determine who is eligible for practice, game, or event that day.

The athletic program in a school should always complement the academic program. An individual learns the value of winning, as well as the value of losing. Through active participation in athletics, athletes will learn how to be a credit to their community, school, team, and most important, to themselves.

Sportsmanship: Students should follow these suggestions and use them as a guideline to carry out the responsibility for promoting good sportsmanship:

1. Consider the visiting team, fans, and officials as guests and treat them well.
2. Respect the rights of all spectators.
3. Accept the official's decision as final.
4. Support your cheerleaders with enthusiasm.
5. Be modest in victory and gracious in defeat.
6. Consider it a privilege and duty to encourage everyone, including players and spectators, to live up to the spirit and rules of fair play and sportsmanship.

Students should refrain from the following unsportsmanlike conduct:

1. Booing or jeering officials, players, and/or fans at any time.
2. Applauding errors by opponents or penalties inflicted upon them.
3. Yelling for or demanding a substitution/withdrawal of a player.
4. Using profane language or obscene gestures at any time during the game or throwing objects on the field or playing court.
5. Criticizing players and/or coaches for losing a game.

Illegal Substance Abuse Testing Policy:

The Board requires that each student and their parent or guardian in any of the District's interscholastic athletic programs agree that the student athlete participate in a random drug-testing program. The test or tests will be conducted by an independent contractor and paid for by the District. A list of banned drugs and performance-enhancing substances developed by the NCAA and adopted by the Michigan Department of Public Health are listed on the NCAA Website (www.ncaa.org). Also note that "illegal substance also refers to alcohol and tobacco products as they are against Michigan law for minors to possess or use. All test results will be given to the Athletic Director and the student, parent, or guardian. If the student or parent or guardian asserts any privilege or withdraws the consent given in the Athletic Consent form, the athlete shall immediately be ineligible for further athletic participation. The testing lab will be instructed to test for one or

more illegal drugs. Student participant samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.

Any student athlete who tests positive for any illegal substances (in accordance with the testing methods authorized by the School Board), shall become ineligible to participate in athletics for a period as given in the athletic code. A student athlete or parent/guardian may request a retest within 24 hours of the original test at his/her own expense. Students who are taking prescription medication may provide a copy of the prescription or a copy of a doctor's verification that provides evidence that the substance is for a condition where the drug or drug family is prescribed for a medical reason. This information must be provided to school personnel within 24 hours of the test. A student athlete who tests positive will be required to participate in a drug education program in addition to serving an athletic suspension as per the Athletic Code of Conduct.

Student Accidents and Insurance: The District will not provide student insurance. Students will be given the opportunity to purchase insurance individually at the start of the school year. Every accident whether in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge, as well as to the school office, so that an accident report is on file in the office. This report must be signed by the teacher/coach whose class/team the student was in when s/he was injured. Athletic injuries are not covered by the school's liability insurance, so parents are encouraged to purchase individual supplemental insurance if a student is involved in athletics.

D. Student Employment

The District does not encourage students to take jobs outside of school that would 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 his/her counselor to discuss any legal requirements and obtain any needed documents.

E. Driver's Education

The District does offer Driver's Education each year. Students are required to pay for the cost. To be eligible to participate, students must have passed all courses for semester one in the year in which they are eligible for drivers' education.

Section V - Student Conduct

A. Attendance

A. Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much learning cannot be replaced by individual studies which will inevitably result from a student's loss of active participation in classroom and other school activities.

Attendance is important in the development of a high quality work ethic that will be a significant factor in a student's success with future employers. Prompt and consistent attendance is a habit the School wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. After five (5) days of truancy in any semester, a student will be considered a "habitual truant" which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Tardiness

Being on time to class is expected. Being on time is considered to be in the classroom with all the appropriate and necessary materials before the tardy bell rings. Consequences for tardiness:

For every five (5), 1 hour After School Detention

If the student skips the 1 hour detention, an additional hour will be added.

If the student skips the 2 hour detention, the student will serve a 1 day, in-school suspension

If a student arrives at school after the start of the first period, he/she must report to the office for an admit slip.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed work and/or tests:

- A. illness
- B. recovery from an accident
- C. professional appointments
- D. observation or celebration of a bona fide religious holiday
- E. death in immediate family
- F. good cause which may be acceptable by administration

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. Parents must provide an explanation for their child's absence by no later than 3:30 p.m. on the day of the absence or by 8:00 a.m. the following day. They are to call the school office at 224-7211 and explain the reason for absence. If the absence can be foreseen and "good cause" is approved by the administration, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up missed school work.

To be admitted back to school for any absence, a student will use the following procedure:

1. Report to the school office with a written excuse or arrange for a telephone call from parent/guardian or a doctor's office stating the reason for being absent
2. Obtain a written admit slip from the school office if listed "**unexcused**" on previous day's attendance and present to each teacher at the beginning of each class for the teacher to sign and return to the school office at the end of the day.

Students with no written excuse from home or doctor's office will use the following procedure:

- a. Report to the school office and telephone a parent/guardian to obtain a verbal excuse to the office from them

OR

- b. Students give a verbal excuse and receive a temporary admit slip for that day. Students must have a telephone call or written excuse from the parent/guardian before the student can attend class the next day. "No excuse" on an admit slip will not be accepted.

If a student is absent due to illness for more than five (5) days in a semester, the parent will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and/or meet with administration to discuss extenuating circumstances. Without such a statement or administrative arrangement, the absences will be considered "unexcused."

B. Attendance and Absence Policy

The purpose of the Wakefield-Marenisco School District's attendance policy is to maintain high standards of reliability for earning grades and credit. Excessive absences are a failure to meet this standard for earning a grade or credit.

Personal Days

1. Students will be allowed three (3) personal days for the school year. Excuses such as "needed at home", "shopping", or "babysitting" will be counted in the three personal days. These are excused absences and receive an excused absence slip.
2. No students (even those eighteen years of age) will be allowed to excuse themselves from school unless legally emancipated. If a student misses a class in excess of five days without a doctor's written excuse, pre-approved administrative arrangement, or an excuse because of death in the family, the student will be considered truant and appropriate authorities will be notified.
3. All school-required and school-approved absences will be excused. Examples of this would be: early dismissals, field trips, extracurricular activities for groups such as sports teams, quiz bowl teams, etc.
4. Field trips and school activities are considered to be part of the school curriculum. Students are expected to attend and will be excused only with a doctor's excuse for illness.
5. Teachers will keep their own attendance records on students. Doctors slips will be kept in the school office. Teachers may cross-reference their records with the office records.
6. Tardy excuses should be arranged between teachers if a teacher holds a student over class time for some reason. Students should not arrange with teachers to be tardy or get tardy excuses.
7. Seniors will be allowed three (3) prearranged college visit days per year. Prearranged absence forms must

be filled out and approved at least one week in advance. Verification of meeting with a college must be provided to the office upon return to school.

8. If a student is absent from a class for more than fifteen minutes, it is considered an absence from that class.
9. Dentist/orthodontist appointments will be limited to three (3) appointments per marking period unless pre-approved by the administration.
10. Students, when accompanied by their parent(s)/guardian(s) and with a written request signed by the parent/guardian, may make an appeal regarding any absences to the Head Teacher and a committee of five teachers. If it is found that they have just cause to be absent, the absence(s) will not count in the absence count.
11. Any subsequent appeals will go to the Wakefield-Marenisco School District Board of Education for review and action.
12. An unexcused absence will be made up through in-school suspension and/or after school detention
13. Attendance in home room is mandatory—it is no different than attendance in any other class. Students who do not attend homeroom without an excused absence will be subject to after school detention.

C. Suspension from School

Absence from school due to suspension shall be considered an excused absence.

D. Vacations

Parents are encouraged to avoid taking their child(ren) out of scheduled classes for vacations. One week (five school days) of prearranged family vacation will be allowed per school year without affecting the students' attendance limit. Students who will be out of school must have the administration's approval at least one week prior to leaving. In addition, a student's teachers must be informed one week in advance and must initial the prearranged absence form. Again, parents are asked to use established vacations whenever possible. It may be possible for the student to receive certain assignments that are to be completed during the trip. All assignments should be completed during or before the trip and turned in to the teacher upon returning to school.

E. Make-up Tests and School Work

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact his/her teachers as soon as possible to obtain assignments. Makeup assignments must be completed when the student returns to school. Students who have been out of school due to illness are to consult each of their teachers regarding make-up work. The number of days allowed for make-up work is equal to the number of days absent.

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 Michigan Merit Exam or other standardized test, the student should consult with the Guidance Counselor to arrange for taking the test.

F. Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork 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 nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students 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 Code of Conduct at school events, regardless of the location.

G. Code of Conduct A major component of the educational program at the Wakefield-Marenisco School District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

H. Expected Behaviors

Each student should be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.

I. Dress and Grooming

Proper student attire for school is basically the responsibility of the student and his/her parents or guardians. However, students are to wear clothing appropriate for school. While fashion will change, 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.

Students should consider the following:

1. Clothing should not expose too much - No exposing of midriffs or cleavage.
2. Clothing should not advertise alcohol and/or tobacco related companies or products.
3. Clothing should not display obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing. Clothing with suggestive or degrading pictures or phrases is not appropriate.
4. Clothing should be appropriate for the weather.
5. Hats, sunglasses, hoods, and bandanas are not to be worn in the building.
6. All shorts and skirts must be longer than the end of student's fingertips when arms are extended down.
7. Shirts must have at least a cap sleeve (no spaghetti straps, tanks, or cut offs)

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 him/her or others, s/he may be removed from the educational setting.

We expect that all students shall maintain a high standard of personal hygiene and cleanliness. Clothing which displays printing or pictures which are profane or obscene, or advertise items prohibited on school property are not to be worn. Any clothing which distracts students or staff or distracts from our primary responsibility of education is prohibited. Students dressed in an inappropriate manner will be required to change. Any time lost from class for this purpose will have to be made up by the students. Caps, bandanas, hoods, and hats will not be worn in school. For health reasons students must wear shoes in school at all times.

Students who are representing the Wakefield-Marenisco School District at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

J. Gangs

Gangs, which initiate, advocate, or promote activities that threaten the safety or well being of persons, and 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. 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.

K. 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 parents.

The care and maintenance of the school facilities is a major responsibility of the total school community. Through the years the staff and students of Wakefield-Marenisco School District have shown respect for the building and facilities, and we look forward to continuing this fine tradition.

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 of damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

L. Student Discipline Code

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.

M. Anti-Bullying/ Intimidation Policy

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

What Is Bullying?

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of conduct:

- Verbal:** Name-calling, teasing, threatening, taunting and gossiping
- Emotional:** Shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating, rumors and exerting coercive peer pressure
- Physical:** Any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting and tickling

Prevention

The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes and skills necessary to discourage bullying; standards of acceptable behavior, and ways in which students can be actively involved in creating a safe school environment.

Intervention

1. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Reports of bullying must be brought to the attention of a teacher, counselor, and the Principal immediately by accurately completing and submitting an Incident Report Form.
3. Bullying/intimidation will lead to the following disciplinary consequences, including, but not limited to: reprimand, suspension, expulsion, and conflict resolution with the counselor.

N. Explanation of Behaviors/Terms Applying to the Student Discipline Code

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Persistent Absence or Tardiness

Attendance laws require student 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.

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 in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, s/he 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.

Confidentiality

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

Notification

Notice of this policy will constitute annual circulation to all school buildings and departments within the District. Discussion with students will take place, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

O. 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.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the office.

P. Criminal Acts

Any student engaging in criminal acts 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 be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Student violating this expectation will be subject to disciplinary action.

Q. Tobacco

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

- First offense: Three day out-of-school suspension and notification of parents and/or law enforcement officials.
- Second offense: Five day out-of-school suspension and notification of parents and/or law enforcement officials.
- Third offense: Referral to Superintendent; possible suspension from six to ten days, suspension from all extra-curricular activities for the remainder of the school year or June 30, and notification of parents and/or law enforcement officials.
- Fourth offense: Hearing by the Board of Education with recommendation for suspension or expulsion by administration.

R. Drugs and Alcohol

The possession and use of illicit drugs and / or alcohol is wrong and harmful. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Use of, under the influence of, possession or sale of alcoholic beverages on school property or at a school sponsored event or trip is prohibited.

Use of, under the influence of, possession or sale of drugs, drug paraphernalia, fake drugs, steroids, inhalants or look-alike drugs is prohibited.

- First offense: Five day out-of-school suspension and notification of parents and/or law enforcement officials. Six week suspension from all extra-curricular activities. Referral to Community Mental Health for Substance Abuse counseling.
- Second offense: Referral to Superintendent, possible ten day out-of-school suspension, notification of parents and/or law enforcement officials. Possible suspension from all extra-curricular activities for the remainder of the school year or June 30.
- Third offense: Hearing by the Board of Education with recommendation for suspension or expulsion by administration.

S. 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 administration's responsibility to maintain a safe and orderly learning and teaching environment. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

After School Detention

Students may be assigned a one (1) or two (2) hour detention session by the Head Teacher or any staff member. This is for those students with disruptive and/or inappropriate behaviors, tardiness or any form or example of conduct that detracts from a safe, appropriate learning environment. Failure to report for a detention will result in additional disciplinary action, such as an Out-of-School Suspension.

Detention supersedes all after school activities; no student may attend or participate in school-sponsored events while he/she has detention to be served or is in arrears on fines/charges. There will be no exceptions to this policy. The student or his/her parents/guardians are responsible for transportation.

The following rules shall apply to detentions:

- Students are required to have class assignments with them and work on them quietly.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- No musical devices, cards, games, or other recreational articles shall be allowed.
- No food or beverages (other than water) shall be consumed.
- Students are not to pass any material such as magazines or notes to one another.

In-School Suspension

Formal discipline removes the student from the classroom and other public areas of the school building. In-school suspension room is located adjacent to the counselor's office.

Out-of-School Suspension / Expulsion

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, pre-expulsion contracts, expulsion hearings and possible expulsion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Student being considered for 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, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

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 attend. 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 loss of credit.

Students involved in co-curricular and extra-curricular activities such as band, Quiz Bowl, Asset Building, Spanish Club, and athletics can lose their eligibility for violation of School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions; therefore consequences do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

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

T. 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 (10) 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 administration will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request 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. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents/guardians request that the meeting be conducted in closed session.

When a student is suspended, s/he may not make-up work missed.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

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

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and 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 administration during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five (5) days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may 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 student or the student's parents or guardians request a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Wakefield-Marenisco School District 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, parent, or guardian have questions regarding the propriety of an in-school disciplinary action, s/he should contact the administration.

Discipline of Students with Disabilities

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

U. 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 health and safety of others. 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. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

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, students' 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 student, where appropriate, 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.

The District, with or without the student's knowledge or permission, may do review of such information. 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 instructor. A student's refusal to permit such access may be grounds for disciplinary action.

V. Student Right 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, nonsponsored, 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. in the opinion of administration, is obscene to minors, libelous, indecent, and pervasive 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 administration twenty-four (24) hours prior to display.

W. Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each 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 administration 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. Any suggestions, concerns, and grievances may be directed to the administration or the student government.

A student may have 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.

X. Right to Appeal: Athletic Code

If a student is not satisfied with the decision of a teacher/coach/sponsor, he/she has the right to appeal in the following manner:

1. Contact the teacher/coach/sponsor and discuss the problem.
2. If not satisfied, contact the Athletic Director, who will convene the five-member athletic appeals board.
3. If not satisfied, contact the Superintendent.
4. If not satisfied, request a hearing before the Board of Education.

Section VI - Transportation

A. Bus Transportation to School

The School provides transportation for students who reside in the Wakefield-Marenisco School District. The transportation schedule and routes are available by contacting the School office at 224-7211.

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

The Principal may approve a change in student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from parent/guardian stating the reason for request and the duration of the requested change.

Athletic Events Transportation

When school transportation is provided for Wakefield-Marenisco teams (groups) to events in which students participate; they must ride the transportation provided by the school. The parent/guardian may provide transportation home for their child provided they make a request directly to the coach on site for his/her child. At no time will students be allowed to transport other students.

Vocational-Technical Transportation

Transportation will be provided to students who enroll in vocational-technical classes. The bus will leave the bus circle at 8:45 a.m. and return at 11:10 a.m. Students are not allowed to drive private vehicles to vocational-technical classes.

B. Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in a reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' or guardians' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the Trip

Each student shall:

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

Leaving the Bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

B.1. Penalties for Infractions

Riding the school bus is a privilege. Students found guilty of violating the rules or improper behavior on school buses will lose the privilege of bus transportation.

1. The Bus Driver will handle routine student discipline problems on school buses. This includes advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior and other generally accepted means of maintaining and developing constructive pupil-school relationships.

2. Instances of significant misconduct shall be reported by the driver to the Head Teacher. The

Head Teacher may then:

- Issue a disciplinary notice with a copy to the driver, student's parent and superintendent, or
- Discuss the matter with the driver and implement corrective action to be taken on the bus, or
- Refer this matter to the superintendent, in writing, with sufficient detail to provide a basis for determination of action. The superintendent shall inform the Head Teacher when action has been taken.

C. Self-Transportation to School

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

The following rules shall apply:

1. Students under age eighteen must have written permission prior to driving to school.
2. Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of driver's license.
3. Parking lot speed is 10 mph.
4. The student must obtain a permit from the office and pay office a fee of \$25.00 for the entire school year.
5. Students must park within their designated and marked parking areas or their vehicle will be towed away.
6. Parking slots will be assigned by lottery.
7. Entering and exiting will be from U.S. 2 only.
8. Students may not drive through campus between hours of 7:30 a.m. and 3:30 p.m.
9. No loitering or sitting in cars before or during school will be permitted.
10. Students must follow rules on campus, including the parking lot. Inappropriate language and symbols, either verbal or displayed, or possession of illegal substances will be handled according to the student code.

The Wakefield-Marenisco School District's Grades 7-12 Handbook is a framework that governs the learning experience of its students. The District's athletic program is an extension of its educational program and adheres to the philosophy and policies prescribed by the Board of Education and the Michigan High School Athletic Association. The contents of this Handbook help guide the student and parent toward receiving the most relevant, beneficial educational experience at Wakefield-Marenisco School.

Adopted by the Board of Education on August 16, 2010
Discipline Code/Procedure adopted by the Board of Education on August 16, 2010

**This Student/Parent Handbook is effective for the
2015-2016 academic year.**

Please sign and return this page to the school office.

I have read and agree to comply with the Wakefield-Marenisco School District's Student Handbook's rules, policies and requirements. I also understand that any violations of these rules, policies and requirements may be subject to disciplinary actions as prescribed in this handbook.

Student signature

Date

Parent/Guardian signature

Date