



IMLAY CITY SCHOOLS  
VENTURE  
HIGH SCHOOL

STUDENT HANDBOOK

2018-2019



Imlay City High School has been selected as one of America's Best High Schools in the United States and awarded a Bronze medal by *U.S. News & World Report*, the nation's leading source of news analysis and service journalism. More than 18,500 high schools in 40 states were analyzed. Only 1,591 high schools in the United States met *U.S. News & World Report's* criteria for excellence.

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### WELCOME TO VENTURE HIGH SCHOOL

Welcome to Venture High School! We look forward to an exciting school year. This student handbook contains school policies, regulations and other guidelines that pertain to VHS.

### HANDBOOK DISCLAIMER

Please note that our handbook is updated throughout the school year. While we strive to publish these updates to our website quickly, it is possible that this copy of our handbook has not been updated and does not reflect our current policies. Please contact our office if you have any questions about our student handbook or current policies.

## VENTURE HIGH SCHOOL STAFF DIRECTORY

Name	Title	Voicemail	Email Address
Wolford, Tim	Dean of Students	9898	twolford@icschools.us
Mutch, Melivia	Clerical Aide	9899	mmutch@icschools.us
Knezevich, Lori	Instructional Aide		lknezevich@icschools.us

## VENTURE HIGH SCHOOL DAILY SCHEDULE

Period	Time
First Period	7:30-9:00
Second Period	9:05-10:30
Lunch	10:30-10:55
Third Period	11:00-12:30
Fourth Period	12:35-2:05

## SEMESTER AND MARKING PERIOD SCHEDULE

1 <sup>st</sup> Semester		Dates
1 <sup>st</sup> Marking Period		8/27/18-11/02/18
2 <sup>nd</sup> Marking Period		11/05/18-1/25/19
2 <sup>nd</sup> Semester		Dates
3 <sup>rd</sup> Marking Period		1/28/19-4/12/19
4 <sup>th</sup> Marking Period		4/15/19-6/13/19

## VENTURE HIGH SCHOOL GENERAL INFORMATION

### Mission Statement

The Venture High School Community will work together to foster an effective learning environment which provides students the education, skills and services necessary to assist them in high school completion, work readiness and/or preparation for post-secondary education. Venture High School aims to assist students to become productive, successful, creative and responsible members of society.

### Vision Statement

The vision of Venture High School is to provide the highest possible quality education and services to students who have been identified as being “at-risk” for failure or dropout in the conventional general education structure.

### Program Information

Venture High School is an extension of Imlay City Schools and is a self-sufficient, state funded program.

Students will be accepted at the beginning of each marking period. Students who fail to maintain passing grades may be re-enrolled on a probationary basis as space permits.

Venture High School utilizes a “Block Schedule” that provides four 90-minute classes per day. Students are expected to complete all coursework in their classes. Homework is not assigned; teachers expect that all coursework will be completed in class, under direct supervision unless absent from school.

Completion of graduation requirements will result in a high school diploma issued by Imlay City Community Schools, Venture High School. (See graduation requirements)

- All teachers are highly qualified and state certified.
- All classes maintain a small class size.

Venture High School is a high school program that values a student’s willingness and desire to redirect his/her life, and to set and fulfill personal and academic goals. All Imlay City School Board policies apply to Venture High School.

## **Grading System**

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Venture High School will utilize the following grading scale:

	100-93%	A
	90-92%	A-
	87-89%	B+
	83-86%	B
	80-82%	B-
	77-79%	C+
	73-73%	C
	70-72%	C-
Poor, but passing	67-69%	D+
Poor, but passing	63-66%	D
Poor, but passing	60-62%	D-
Failing	0- 59%	E

Students who make special effort to pass a class on an adjusted curriculum may receive credit (CR) for the class but will not receive a letter grade. Special arrangements for an adjusted curriculum must be made at least 10 school days prior to the end of the marking period, and must be approved by the principal.

A grade of “No Credit” (NC) will be issued to any student who fails to complete the number, or quality, of assignments needed to obtain a minimum grade.

“No Credit” may also be issued to any student missing more than 7 days of class time. (See attendance policy)

Report cards are issued at the end of each marking period.

Parents may request progress reports from any, or all, teachers at any time. Appointments for individual parent/teachers conferences may also be requested at any time.

## **Graduation Requirements**

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Venture High School requires a minimum of 22 ½ credits for graduation. This includes transfer credits from other high schools and credits earned from the Lapeer County Technical Educational Center. One class is worth ½ credits.

- ❖ 4 credits of English
- ❖ 4 credits of Math – including Algebra, Geometry, Algebra II and a senior math related class.

- ❖ 3 credits of Science – including Biology and Chemistry or Physics along with a third credit of Science.
- ❖ 1 credit of World History/Geography
- ❖ 1 credit of United States History/Geography
- ❖ ½ credit of Civics
- ❖ ½ credit of Economics
- ❖ 1 credit of Physical Education/Health
- ❖ 1 credit of Visual/Performing/Applied Arts – courses which fulfill this requirement are noted with VPA
- ❖ 2 credits of Foreign Language – starting with the class of 2016

## **Entrance Requirements**

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Enrollment in Venture High School is based on any number of the following criteria:

- Behind in credits
- Teen parent or expecting a child
- Poor high school performance record
- Recent high school drop out
- Referral from court or other agency
- General attitude and maturity level
- 16 years old or turn 16 during the first semester at Venture, not over 20 years old. Students who turn 20 after the beginning of the school year must complete their studies by the end of that school year.
- Students age 14 or 15 will be enrolled only under exceptional circumstances with agreement of parents, high school counselor, and Venture staff.
- Attempted at least 1 semester of traditional high school

All students who wish to attend Venture High School must meet with the Venture Dean of Students prior to enrolling. Parents or guardians must attend this meeting.

All students enrolling in Venture must provide proof of residence, and must provide up-to-date verification of all state required immunizations.

Students transferring to Venture from other districts must provide a signed “Schools of Choice” release from the Lapeer County ISD or Verification that the student has been dropped from enrollment in their home district for reasons of expulsion, or lack of attendance.

## **Transportation**

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Venture High School is a voluntary school of choice. Regular school bus transportation is generally not provided. Transportation to and from Venture High School is the sole responsibility of each student and his/her parent guardians.

Students who live within the Imlay City school district are permitted to ride their regular bus to the high school, where they must transfer to the Ed-tech bus. The Ed-tech bus will deliver students to AM Ed-tech sessions and will deliver Venture students to Venture. Continued permission to ride the bus is contingent on good student behavior and academic performance.

Use of the bus is considered a privilege, and students may be excluded from riding the bus for any reason.

## **Parking**

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Parking space at Venture High School is extremely limited. Students who drive are expected to utilize the paved parking area. Students are expected to drive in a safe and lawful manner at all times. Parking and driving privileges may be revoked for irresponsible driving.

## **Meals**

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This is a closed campus. Breakfast and Lunch are free to all students. Students may bring their own lunch. Free and reduced meal applications must be filled out for counting procedures; regardless of qualification, students eat free.

## **Technology**

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Imlay City Community Schools and Venture High School have made a substantial financial commitment to provide up to date computer technology in every classroom. In addition to the regular Imlay City district policies regarding computer use, Venture has established specific rules for student use of computers:

- No food or drinks anywhere near any piece of computer hardware.
- No downloading or installation of any unauthorized program or software. (This includes games.)
- No downloading of any pornographic or objectionable material.
- No interference with or alteration of any file or folder belonging to another student or teacher.
- No unauthorized use of E-mail or other on-line communications.
- No printing of material that is unrelated to class work.

In addition, all students will be required to sign the district computer use agreement, and may have computer privileges revoked for violation of any policy, district or building, relating to computer use. All teachers in the Imlay City School District have been provided a desktop computer for their classroom. These computers are off limits to all students. Any student who attempts to access a teacher's computer will lose all computer privileges.

## **Snow Days**

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In case of inclement weather or some other emergency where it is necessary to cancel school, please tune to your local radio or television station for school closing announcements. Watch for, "Imlay City Schools". Venture High School will not be announced separately.

## **PowerSchool**

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We will be using Power Announcement to notify/remind parents of student absences and upcoming events.

Parent may log into their own PowerSchool account and update or change phone numbers and email address. If you do not have your account information, please contact the VHS main office to retrieve it. This can also be used to check student schedules and grades.

## **Special Services**

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Venture High School participates in community networking to enhance the opportunities and knowledge of students. Various community members and agencies arrange educational workshops and volunteer experiences for students who are interested. Participation is optional and is reserved for those students passing all of their classes.

## **Field Trips**

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Educational field trips are an important part of the learning experience. Venture students are encouraged to participate in these field trips. Venture High School students also participate in a variety of sport competitions with other alternative high schools. Venture students may participate in field trips only if they maintain good attendance, acceptable grades, and positive behavior. Any student who is observed to be acting in an inappropriate manner during any field trip may be suspended for up to five days.

## **Commencement**

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Participation in commencement is considered a privilege for all Venture High School Seniors. Exhibition of inappropriate behavior during the school year, and especially during the spring prior to graduation, may result in a student jeopardizing their participation in commencement. The decision of the Administration regarding this matter is final.

# ATTENDANCE POLICY

Students are expected to be in class on time every day.

**Notification:** Students who remain home due to ordinary illness must contact the school office by phone as early as possible.

**Absences:** Venture's concentrated schedule is designed to provide maximum credits in a short period of time. Consequently, good attendance is required. Students who miss more than 7 days in any 10-week marking period may lose credit in those classes, and may be dropped from enrollment in those classes. Any student with more than 12 unexcused absences in a class period will not be able to receive credit for that class.

## **Definition of Excused and Unexcused Absence**

The staff and administration recognize that students may need to be excused from school for certain legitimate reasons. Legitimate absences include:

- Medical, including appointments to doctors, clinics or hospitals.
- Funeral or bereavement.
- Court, in compliance with a court summons.
- Ordinary illness up to 3 days with parent note.

**Excused** absences must be **documented** with doctor's notes, court notices, or other authorized documentation to verify absence.

All other absences will be counted as unexcused.

The Principal/Dean of Students will make a determination for any exceptions to the attendance policy.

Students who are 18 years of age, living on their own, must fill out a form in the office to be able to excuse themselves upon approval on an individual basis by the Dean of Students.

More than three (3) consecutive excused absences per QUARTER is considered excessive. A written statement from a licensed practicing physician verifying an illness or an injury must be provided for the absence to be excused.

After the First (1) unexcused absences within a semester, parents/guardians will be notified. Parents, please, keep phone numbers and address current.

Missing 30 minutes or more of a class constitutes an absence.



## **Procedure for Student Returning from Absence**

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Upon returning to school, students are to report to the office with a note or other appropriate documentation. **Students must turn in a note or other documentation explaining an absence within 48 hours of the student's return to school.** Otherwise the absence will be considered as unexcused. If this is the case, the student will be considered truant and appropriate consequences will be administered.

## **Incentive for Good Attendance**

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Participation points shall be awarded and applied to each quarter exam. Points are based on classroom attendance (see details below).

0 days absent = 5 points added to exam

1 day absent = 4 points added to exam

2-3 days absent = 3 points added to exam

4-6 days absent = 2 points added to exam

7 or more days absent = 0 points added to exam

**Example:** A student with a 79/C on his/her term exam and 0 absences would have 5 participation points added to his/her term exam grade making it an 84/B.

\*Term exams may not exceed 100 points for grading purposes.

## **Community Service for Excessive Absences (Possible Option)**

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Seven (7) unexcused absences will be in danger of losing credit for that term. The student may be given the opportunity to complete a community service task to regain their academic grade. The student will need to meet the requirements. These requirements will be renewed at the beginning of each term for every student. The student requirements are:

1. 3 or less discipline referrals in that term.
2. Never received an Out of School Suspension from Venture High School.

This is an opportunity for students to earn back a day if they meet requirements above and still be successful. This is a choice by the student, it is not mandatory. 1 hour of community service needs to be made up for each class period over 7 days of unexcused absences. **NO MORE THAN 5 DAYS ARE ALLOWED.** Special Circumstances allowed at the Dean of Student's discretion.

## **Time Allowed for Make-Up Work**

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Teachers must provide students at least 2 days to make up work when a class is missed. Time can be extended at the teacher's discretion.

Long term assignment due dates and late penalties will be in accordance with the individual teacher's grading procedures.

## **Detention**

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Detention will be assigned when a student's warrants consequences for his/her actions. Detention is to be served afterschool starting at 2:15pm and completing at 3:00pm. Once assigned detention, the student has (2) weeks to complete the assigned detention. If a student fails to complete the detention within the first (2) weeks, the detention then doubles in time. For example, if a student had 1 hour of detention and didn't serve it on time, the detention is now 2 hours instead of 1 hour of afterschool detention. The student then has an additional (2) weeks to serve the detention.

The student fails to serve the detention by the second due date. That student will be suspended out of school indefinitely until a meeting can take place with his/her parents or guardian to resolve the situation. Failure to attend this meeting may result in the student being dismissed from Venture High School.

Detention is a great tool for students to learn from their mistakes and take responsibility. In addition, Venture High School wants to make every opportunity for students to stay in school and get their education. Detention affords the student and schools this opportunity while serving a valuable life lesson.

## **Out of School Suspension**

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The 1<sup>st</sup> suspension does not apply toward the unexcused absences affecting the term grade. Any subsequent suspensions will count toward the student's attendance.

## **Tardy Policy – Per Grading Period (4 Tardies = 1 Unexcused Absence)**

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Tardies: Students are expected to arrive in class on time. Students who arrive late for class will be marked tardy. Four accumulated tardies, in excess of 10 minutes each are equal to one absence. Students who arrive more than 10 minutes late for class are required to meet with the Dean of Students/Principal before gaining permission enter the class. In some cases, the student may not be allowed to enter the classroom, but must remain in the building until their next scheduled class. Students are required to make up all missing work.

A student is considered tardy to class after the bell rings unless excused by staff member.

- 1-3 tardies – 1 hour Administrative Detention (Administration to notify parents)
- 4-6 tardies – 2 hours Administrative Detention (Administration to notify parents)

- 7-9 tardies – 4 hours Administrative Detention and a required meeting with parents/guardians with Dean of Students. (Administration to notify parents)
- 10/11 tardies – Detention hours Determined by Dean of Students and 1 day of Out of School Suspension. (Administration to notify parents)
- 12 or more tardy – Gross insubordination, 3 Days of OSS (Administration to notify parents and a required meeting with the Dean of Students before allowed back to school).

## **Extra-Curricular Activities and Attendance**

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To participate in or attend an extra-curricular activity, a student must be present at least 2 full periods of the school day. Students with excessive unexcused absences will not be allowed to participate or attend Venture High School extra-curricular activities or sporting events. Excessive absences include students who have 7 or more absences in a 10 week term period.

**Eligibility:** If a student is failing 1 class they are ineligible to participate in any event for that week. Weekly eligibility reviews will be done for each student. If the student is not eligible for a week, that student still must attend practice/games until the student becomes eligible again. This shows respect and responsibility for student's team.

**DANCES:** If a student wishes to attend a dance from a different school district or ICHS and they are invited by another student that attends that school. A signed permission slip must be signed by the Dean of Students. If the VHS student has any failing grades, the permission slip WILL NOT be signed. It is the belief of VHS, that attending dances and other related functions are privileges not rights.

## **Leaving School Building (Signing Out)**

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Students must report to the Main Office before they leave the building. Students will be allowed to sign out if:

- Their parent or guardian has called the office in advance.
- The parent or guardian comes into the office when they wish to pick up a student.
- The student has a note from a parent or guardian with a phone number on the note so the school can contact the parent or guardian to verify the note.
- The student has received permission from the Principal or Dean of Students with contact from someone on the student's emergency file.

Students will be considered skipping if they leave the school and do not sign out. Students going to their car during the school day must receive prior administrative permission. A call from a parent/guardian after the student has left the building will not be accepted without administrative approval.

## **Personal Days**

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A Student that attends 20 consecutive days of school with 0 tardies to school and the student is passing ALL of their classes will earn a Personal Day (PD). A personal day is a day that a student

may not come to school and take the day off from school. There are several factors in taking a personal day. They include:

1. A student must take their PD within two weeks of earning it.
2. A student must notify Venture High School and Parents 24 hours in advance of taking their personal day, or it will count as a regular absence from school.
3. A student is still responsible of making up all work missed from their classes.
  - a. NOTE: ED-TECH STUDENTS MAY NOT BE EXCUSED FROM ED-TECH WITH THEIR PERSONAL DAYS, JUST VENTURE HIGH SCHOOL HOURS.

## Cell Phone Policy

### Guidelines

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Students may be in possession of cellular phones, iPod, MP3, hand-held game, or any other personal electronic device at school. These devices are understood to be brought at the student's own risk. The school district will not be responsible for their loss or theft. The best place for cellular phones, electronic devices and hats is at home.

Use of these devices and hats will be limited to before school, passing time between classes, the student's designated lunch period, and after school.

Teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives. Students will not use any electronic device that in any way disrupts or detracts from the educational environment. Violation of these policies will result in:

- **First Offense** – Phone will be confiscated and taken to the office where it will be held until the end of the school day. The event will also be recorded as an infraction.
- **Second Offense** – Phone will be confiscated and parent/guardian is contacted to pick up the phone. If student does not have a parent/guardian the phone or hat will be given back to the student after a period of 24 hours.
- **Third Offense** – Phone will be confiscated and not returned until a meeting can take place with the student, parents/guardian and Dean of Students. If student does not have a parent/guardian the phone or hat will be given back to the student after a period of 72 hours. Other consequences may apply.

Refusal to turn off the electronic device/take off the hat or turn it over to a staff member making such a request could result in a 1 day out of school suspension.

# Student Conduct

## Student Behavior and Conduct

### IMLAY CITY DISCIPLINE CODE OF STUDENT CONDUCT

The fundamental purpose for student standards of behavior is to serve the educational objectives of the student body and to assure each individual of his/her right to a safe, orderly and productive learning environment. As is true in any community of people, some commonly accepted standards or guidelines are necessary to guarantee mutual respect and cooperation among its members.

As such, the Board of Education adopted the following student discipline code to establish the best possible learning environment for each student and to provide for the health, safety and welfare of all students and employees of Imlay City High School. Recognizing that a safe and orderly environment is an essential component of an effective school, rules and consequences have been established for the most common offenses. These offenses, however, do not limit the authority of school personnel to deal appropriately with types of conduct not specifically covered within the code. It is understood that no list of rules and violations can be totally complete. The principal or designee, however, will treat conduct violations not specifically covered in the code uniformly and fairly.

The standards of student behavior contained in the student discipline code apply to all students of Imlay City High School if they are on school property, while en route to and from school or in connection with any school program, function or activity. In addition, disciplinary action (up to and including expulsion) may be taken for students engaging in off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing a crime off-campus which is vicious in nature).

### SECTION I

The following offenses are to be handled individually by all members of the Imlay City High School staff and are to be included in classroom rules. For students who are insubordinate and fail to respond to or carry out a reasonable request, including the following offenses, staff members are to complete a disciplinary referral and present it to the Dean of Students.

#### 1.00 DISRUPTION-HALLWAY/BUILDING/CLASSROOM

Students have the responsibility to help maintain a safe and orderly environment while in the school building. Students must be careful to allow others to take advantage of the full educational experience. Students not fully cooperating with the teacher and following classroom/school guidelines are disrupting the educational process.

##### 1.01 DISRUPTIVE ITEMS/OBJECTS

Items causing disruption to the school day must be left at home. These items include, but are not limited to water guns, toys, water balloons, slingshots, skateboards, "hover boards," and roller blades.

##### 1.02 DISPLAY OF AFFECTION

Students displaying affection between each other is personal and not meant for public display. This includes kissing, touching, petting, or other contact that may be considered sexual in nature.

##### 1.03 GUM/FOOD/BEVERAGE CONSUMPTION

Chewing gum, eating food and/or drinking beverages in unauthorized areas.

##### 1.04 DRESS AND GROOMING

Reasonable standards of student dress and grooming are essential in the establishment of a positive educational environment. Students are to avoid extremes in dress and personal appearance. Extremes in dress and personal appearance tend to disrupt teaching and learning; and such disruption is incompatible with a positive learning environment. Dress and grooming must not violate reasonable standards of safety, health, hygiene, and decency.

### SECTION II

Disciplinary action for the following offenses may range from a warning to five (5) days of Out of School Suspension (OSS). Student discipline, however, is progressive in nature and influences the disciplinary action of subsequent violations. Progressive disciplinary action will be taken for repeat violations of the rules and regulations; and will lead to more stringent consequences for students, which may include expulsion from the school district. The seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary measures.

#### 2.00 DISOBEDIENCE/INSUBORDINATION/DISRESPECT

School staff is acting "in loco parentis", which means the law allows them to direct a student as a parent would. This applies to all staff, not just the classroom teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Failing to respond to or

carry out such a request by a staff member is insubordination. This includes behavior that is intended to ignore, evade, or challenge a directive. Students are to treat all Imlay City High School personnel and school visitors with respect, both verbally and in gestures.

#### 2.01 HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the Imlay City Schools to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. See appendix for additional information.

#### 2.02 INAPPROPRIATE OR OBSCENE LANGUAGE/GESTURES/PICTURES/SOUNDS

Using profane and vulgar language in verbal, printed or written form, or in pictures, or caricatures, or in sounds, or gestures, which are offensive and inappropriate. Care must be taken to observe the rights of others. In accordance with Section VI of the Imlay City Ordinance to Protect School Buildings: "No person, while in any building owned, occupied or otherwise used by a school within the city of Imlay City, shall utter any profane, indecent or immoral language toward any person while within the hearing of the other person."

#### 2.03 HALL PASSES

All students traveling in the hallways during class time must have a hall pass issued by a staff member.

#### 2.04 WIRELESS COMMUNICATION DEVICES(WCDS)/ELECTRONIC EQUIP.

The school supplies most electronic equipment necessary in school. Students are not allowed to use radios, "boom-boxes", CD players, portable TVs, electronic toys, pagers, music playing devices, cell phones or other WCDs, laser pens and the like without permission of the principal. The property may be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion as well as the confiscation of the unauthorized equipment.

*Under no circumstances should a cell phone, music playing device and/or WCD, which includes picture/video features, be used in a school locker room area, restroom or any other location where students and staff have a "reasonable expectation of privacy." This restriction also applies to all testing locations, regardless of what type of test/assessment is being taken in a particular class or classroom.*

*"Sexting" is prohibited at any time on school property/campus and/or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to disciplinary action(s) and possible confiscation of the wireless communication device.*

#### 2.05 AUDITERIA DISRUPTION/DISOBEDIENCE

Students are expected to deposit their trash in trash containers before leaving the eating area. The cleanliness of the auditoria is a direct reflection of student pride and responsibility. Students are not permitted to leave the school building during lunchtime and all food and drink must be consumed in the auditoria. Throwing food at an object, a student or staff member is strictly prohibited and may result in a suspension from school.

#### 2.06 DETENTION NO-SHOW

Students must show up for assigned detention, whether assigned by the office or a particular teacher. Failure to attend detention at the assigned time, without a pre-arranged excused absence, will result in an in-school suspension for every detention missed.

#### 2.07 AIDING AND ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension and expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. This includes refusing to assist staff in the investigation of a violation of school rules.

#### 2.08 ROUGH HOUSING

Bodily contact such as, but not limited to: pushing, pulling, and tripping (short of injury; and without intending to harm) in or on school property or going to or from school, including any activity under school sponsorship.

#### 2.09 CLOSED CAMPUS

Students must stay in school during regular school hours. Students are not permitted to leave the building, even to go to the parking lot, without permission by the school administration. Lunch is considered part of regular school hours. Whenever students need to leave the building, they are to check out through the main office. Students arriving late to school must sign-in; and students leaving early from school must sign-out at the main office. Parental/guardian confirmation must be established before a release will be granted.

#### 2.10 TRESPASSING/LOITERING

Being in an unauthorized place on school grounds. Aimlessly lingering in the school building or on school property. Being on school property without proper permission during an assigned separation or suspension from school.

#### 2.11 THROWING OBJECTS

Throwing or attempting to throw rocks, snowballs, or any object that may cause injury or damage is prohibited.

## 2.12 TECHNOLOGY MISUSE

Any use of technology that is not in support of education and research and consistent with the purposes of Imlay City Schools.

## 2.13 LITTERING

Improperly disposing of food or refuse.

## 2.14 PRANKS/PRACTICAL JOKES

The playful, mischievous, or ludicrous act of playing a trick or prank.

## 2.15 INAPPROPRIATE BEHAVIOR/CONDUCT

Violating reasonable standards of behavior and conduct not specifically listed or described in the student code of conduct.

### **SECTION III**

Disciplinary action for the following offenses, which are extremely serious, may include In School Suspension (ISS), Out of School Suspension (OSS), and/or recommendation for long-term suspension/expulsion.

## 3.00 STUDENT DRIVING

Reckless driving, or driving that endangers the driver or other individuals on school property, is not allowed. Students are not allowed to drive or be passengers in a vehicle during the school day unless the parent and administration have given the students permission. Suspension of driving privileges may result. This especially affects students attending the Lapeer County Educational-Technical Center.

## 3.01 TOBACCO

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco, including electronic ("e") cigarettes, "hookah," and/or similar devices, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. The use of tobacco products by minors is against the law and considered a misdemeanor. Students in violation may be referred to the Imlay City Police Department.

## 3.02 ALCOHOL/DRUGS

Imlay City Schools Drug Policy:

Guidelines for Disciplinary Sanctions

### Policy Overview

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Therefore, in accordance with Federal and State law, the Board established a "Drug-Free School Zone" that extends 1,000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on district property, within the Drug-Free School Zone, or at any district-related event.

### Definition of Drugs

For purposes of this policy, "drugs" shall mean: (a) all dangerous controlled substances as so designated and prohibited by Michigan statute; (b) all chemicals, products, and substances, which release toxic vapors, produce intoxicating or potentially harmful effects, or cause changes in behavior, logic, or mood; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) "look-alikes"; (f) performance enhancing drugs as determined annually by the Department of Community Health; and (g) any other illegal substances so designated and prohibited by law.

### Guidelines for Imposing Disciplinary Sanctions on Secondary Students (grades 6-12)

Disciplinary sanctions, up to and including suspension, expulsion from school, and referral to law enforcement authorities for prosecution, will be imposed on students who violate the district's drug policy.

While substance abuse is a very serious matter, the Board recognizes that elementary students may not have reached an age of maturity at which they can be held fully accountable for their decisions. Accordingly, violations of this policy by students in grades K-5 will be examined on a case-by-case basis.

The Board also believes that students who sell, deliver, or distribute drugs, with or without receiving payment, pose a greater risk to individual students. Therefore, students selling, delivering, or distributing drugs will receive greater and more serious sanctions.

Additionally, a student's cumulative disciplinary record will be considered when imposing disciplinary sanctions. Because student discipline is progressive in nature and influences the disciplinary action of subsequent violations, the seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary sanctions. As such, disciplinary sanctions may vary in length, depending upon the seriousness of the incident and frequency of misconduct.

#### Possession/Use

The act of consuming, using, possessing, or being under the influence of drugs, without prescription, while on district property, within the Drug-Free School Zone, or at any district-related events.

##### *First Offense:*

The first violation for using or possessing drugs will result in a long-term suspension of 20 school days. The suspension may be reduced to 10 school days, at the discretion of the principal, if the student seeks counseling with a licensed substance abuse counselor.

##### *Second Offense:*

The second violation for using or possessing drugs will result in a long-term suspension of 180 school days. The suspension may be reduced to 90 school days, at the discretion of the superintendent, if the student seeks counseling with a licensed substance abuse counselor and successfully completes a substance abuse program. Additionally, the counselor must certify that the student understands the seriousness of this offense and presents no danger to students and staff in the district, and the student's behavior, while suspended out of school, must be conducted in a manner that is above reproach and beyond question including, but not limited to: engaging in any action that is potentially or actually harmful to the safety of others.

##### *Third Offense:*

The third violation for using or possessing drugs will result in an expulsion from the district.

#### Distribution/Sale

The act of, or the intent of, delivering, selling, distributing, supplying or arranging for the delivery, purchase, sale or supply of drugs, while on district property, within the Drug-Free School Zone, or at any district-related events.

##### *First Offense:*

The first violation for selling or distributing drugs will result in a long-term suspension of 180 school days. The suspension may be reduced to 90 school days, at the discretion of the superintendent, if the student seeks counseling with a licensed substance abuse counselor and successfully completes a substance abuse program. Additionally, the counselor must certify that the student understands the seriousness of this offense and presents no danger to students and staff in the district, and the student's behavior, while suspended out of school, must be conducted in a manner that is above reproach and beyond question including, but not limited to: engaging in any action that is potentially or actually harmful to the safety of others.

##### *Second Offense:*

The second violation for selling or distributing drugs will result in an expulsion from the district.

#### Delegating Board Authority to Administrators

##### *Long-Term Drug Suspension (up to and including 20 school days)*

The Board of Education authorizes the principal or his/her designee to impose a long-term suspension of up to 20 school days for students violating the district's drug policy. Any student who is subject to such a long-term suspension shall be afforded his/her due process rights, including the right to a hearing before the superintendent or his/her designee. Decisions made by the superintendent are considered final and not subject to appeal.

##### *Long-Term Drug Suspension (up to and including 180 school days)*

The Board of Education authorizes the superintendent or his/her designee to impose a long-term suspension of up to 180 school days for students violating the district's drug policy. Any student who is subject to such a long-term suspension shall be afforded his/her due process rights, including the right to a formal hearing before the Board of Education. The Board shall be notified of any long-term suspension administered by the superintendent or his/her designee. Decisions made by the Board are considered final and not subject to appeal.



*Expulsion (permanent exclusion for a minimum of 180 school days; student must petition for reinstatement)*

The Board of Education authorizes the superintendent or his/her designee to expel students for violating the district's drug policy. Any student who is expelled shall be afforded his/her due process rights, including the right to a formal hearing before the Board of Education. The Board shall be notified of any expulsion administered by the superintendent or his/her designee. Decisions made by the Board are considered final and not subject to appeal.

### 3.03 ARSON/PURPOSELY SETTING A FIRE

Setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such acts is considered arson. Arson on school property or within 500 feet of school property that endangers school property and its occupants will not be tolerated. Arson is a felony, and will also subject the student to be permanently expelled by the Imlay City Schools Board of Education.

### 3.04 VANDALISM/DAMAGING PROPERTY

Vandalism is the willful and intentional damage or destruction of property belonging to others. Vandalism and disregard for school or private property will not be tolerated. Disciplinary action as well as restitution for damages will be assessed. These damages may include compensation for the labor school employees spend in the cleaning up of otherwise non-destructive acts (e.g. litter removal, window washing, etc...).

### 3.05 FORGERY/FRAUD

The act of fraudulently using, in writing or on the phone, the name of another person or falsifying time, dates, grades, addresses or other data. Reporting false incidents or making false accusations or giving false testimony to school personnel.

### 3.06 FIGHTING

Engaging in hostile bodily contact with another individual, while in or on school property or going to or from school, including any activity under school sponsorship. Physical contact refers to, but is not limited to: hitting, shoving, pushing, tripping, grabbing, pinching or spitting. Fighting also includes, but is not limited to: inciting or prompting others to fight; and planning or prearranging a fight that occurs on school property or at a school sponsored activity.

At no time is fighting appropriate. Students and their parents are entitled to an environment safe from physical harm. Unless it can be proved otherwise, all students involved are equally responsible and will be dealt with according to the nature and severity of the incident.

Most incidents of fighting result in a minimum three-day out-of-school suspension for the first infraction. The next violation will result in an out-of-school suspension for the rest of the day and five more days. The third violation will result in a ten-day out-of-school suspension and a recommendation to the Imlay City Schools Board of Education to do one of the following: (1) suspend the student for the balance of the semester, (2) place the student in an alternative educational program or (3) expel the student from the school district. In some instances, however, a student may be referred directly to the Imlay City Schools Board of Education for immediate expulsion.

### 3.07 VERBAL CONFRONTATION

Any assaultive provocation on the part of a student toward another who has displayed some willingness to respond likewise, including "fronting" and the exchange of language that may incite a confrontation.

### 3.08 DANGEROUS WEAPONS/CRIMINAL SEXUAL CONDUCT

Any student who possesses a dangerous weapon or commits an act of criminal sexual conduct, on or within 1,000 feet of school grounds, or on a school bus or other school transportation, or at a school-sponsored activity, will be permanently expelled by the Board of Education. The Imlay City Schools is a weapon-free school zone.

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.

A firearm is defined as any weapon (including a starter pistol or bb gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas.

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 principal's office.

### 3.09 POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, club type implements, or any toy that is presented as a real weapon or reacted to as a real weapon. A weapon is also defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" such as, but not limited to: all loaded or unloaded firearms, pellet guns, bb guns, inoperable replica firearms, knives, stun guns, other "look-alike weapons," and chemical agents such as tear gas or pepper spray.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on school property, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- ◆ Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- ◆ Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; and
- ◆ Any similar object that is intended to invoke bodily harm or fear of bodily harm.

### 3.10 USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, injure, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

### 3.11 KNOWLEDGE OF DANGEROUS WEAPONS/THREATS OF VIOLENCE

The Imlay City Schools Board of Education believes that students, staff members, and visitors are entitled to function in a safe environment. Therefore, students are required to report knowledge of dangerous weapons or threats of violence to school personnel. Failure to report such knowledge may subject the student to disciplinary action up to and including suspension or expulsion from school.

### 3.12 STUDENT DISORDER/DEMONSTRATION

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

### 3.13 FIREWORKS/EXPLOSIVES/COMBUSTIBLES

Possessing, using or threatening to use any substances or prepared chemicals on school property that explode or cause explosion and are capable of inflicting bodily injury such as, but not limited to: fireworks, firecrackers, snappers, caps, blank bullets, ammunition, matches, lighters, gun powder, and smoke or stink bombs.

### 3.14 THEFT AND/OR POSSESSION OF STOLEN PROPERTY

When a student is caught stealing school or private property or is in possession of stolen property, s/he will be disciplined and may be reported to law enforcement officials. Students are not to bring anything of value to school that is not needed for learning without prior authorization from an administrator. The school is not responsible for personal property. In addition to disciplinary action, restitution/replacement will be required.

### 3.15 PERSISTENT DISOBEDIENCE/REFUSAL TO ACCEPT SCHOOL DISCIPLINE

Persistent disobedience is defined as repeated disciplinary offenses or behavior which in aggregate is disruptive or inappropriate. (In aggregate represents an unreasonable accumulation of infractions of school rules; none of which by itself is serious enough to warrant suspension or expulsion.)

### 3.16 CUTTING CLASS

Students are not allowed to miss a scheduled class without the approval of school administration or faculty. Cutting a class will result in a discipline referral and may result in in-school suspension. Students that repeatedly cut classes will be considered persistently disobedient.

### 3.17 FALSE ALARMS/FALSE REPORTS AND BOMB THREATS

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community and persons in the building. Violations of this rule may result in suspension or expulsion. This also includes, but is not limited to: tampering with a fire alarm box, fire alarm system, fire fighting equipment, or threatening to set off an explosive device. Law enforcement authorities will be notified.

### 3.18 GANG BEHAVIOR/ACTIVITY

Behaviors and activities that are not allowed include, but are not limited to: wearing of gang clothing or jewelry; display of gang colors or symbols; gang hand signs or similar communication; “ganging” up on students to threaten them; taking part in gang activities such as vandalism, producing graffiti (including drawings or symbols on personal items such as books and notebooks); and any behavior that damages property, creates a threatening environment, or harasses or endangers students and school personnel. Students may be disciplined for “gang” related activities, even if they are not actually members of a gang.

The administration will take severe disciplinary action including expulsion on any students who gather together to threaten, provoke, or harass another student or group of students, or disrupts the normal and prescribed activities of the school.

### 3.19 EXTORTION/BLACKMAIL/COERCION

The use of threat, intimidation, force, or deception to take, or receive something from someone else.

### 3.20 PERSONAL PROTECTION DEVICES/PROPELLANTS

Students are not to possess, handle, or transmit a personal protection device capable of inflicting bodily injury or causing physical discomfort to another person. Examples include, but are not limited to: pepper spray, mace, a stun gun or an electric shock device.

### 3.21 SKIPPING SCHOOL

Students are not allowed to leave the school building during the day unless they have permission from their parents and school authorities in advance. The school recognizes no “skip days” at any time. All absences must be excused as stated in the school attendance policy.

### 3.22 SAFETY CONCERN/HAZARD

Endangering the health and safety of self and of others. As one example of this policy, students are strictly prohibited from climbing or being on the school building.

Failure to comply with this policy will result in disciplinary action which may include any of the following: suspension from school; loss of extra-curricular and co-curricular privileges; filing of criminal charges; placement in an alternative educational program and/or a recommendation to the Imlay City Schools Board of Education for expulsion from the school district.

### 3.23 INDECENT EXPOSURE

Engaging in offensive behavior and conduct which is contrary to commonly recognized standards of propriety, behavior, and good taste.

### 3.24 ASSAULT

Assault is the act of verbally threatening and/or physically attacking another person by an individual or a group of persons. Assault is any willful attempt to threaten to inflict injury upon the person of another when coupled with an apparent ability to do so and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm on school property or going to or from school, including any activity under school sponsorship.

*Physical Assault/Battery:* Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Physical assault is the act of physically attacking or striking another person. Physical assault on any staff member, student or other person associated with the district, that may or may not cause injury, may result in charges being filed with the Imlay City Police Department and subject the student to expulsion proceedings.

*Physical Assault on a School Employee:* A student will be permanently expelled, if s/he commits a physical assault against any district employee or any person engaged as a volunteer or contractor for the district while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event.

*Physical Assault on a Student:* A student will be expelled for up to 180 school days, if s/he commits a physical assault against another student while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event.

*Verbal Assault/Intimidation of a Student:* Verbal assault is defined as any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

*Verbal Assault on a School Employee:* A student will be expelled for up to 180 school days, if s/he commits a verbal assault against any district employee or any person engaged as a volunteer or contractor for the district while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event.

### 3.25 GROSS DISRUPTION/INSUBORDINATION/ DISRESPECT

Incidents of disobedience, insubordination, disrespect, and/or disruption that are extremely vulgar, confrontational, demonstrate a total lack of respect for authority and/or cause a substantial disruption to the educational environment of the school building. Examples of Gross Disruption, Insubordination, and/or Disrespect include, but are not limited to:

- Refusing to leave a classroom when being told to go to the office, hallway, etc.
- Openly challenging a staff member's authority.
- “Cussing out,” or using profanity towards a staff member/in response to a staff member's request.
- Verbally confronting a staff member.
- Continuously arguing with a staff member after being told to stop.

- Causing a significant disruption by physically throwing objects, slamming doors, etc.
- Refusing to move to a specific or designated area during a conflict/confrontation.
- Engaging in an extremely disruptive verbal confrontation with another student.
- Engaging in behavior that is extremely disruptive to the learning environment of a particular classroom, or the school building in general.

### **CRIMINAL ACTS/NOTIFICATION OF LAW ENFORCEMENT**

Any student engaging in criminal acts at or related to 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 the Imlay City Schools is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue (look-alike) or any other intoxicants, trespassing, property crimes, including but not limited to theft or vandalism, occurring in the school as well as in the community.

### **DISCIPLINARY SANCTIONS**

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's and Dean of Students' responsibility to keep the school environment safe and orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

#### **Detention**

A student may be detained after school or assigned to come to school early by a teacher or administrator, after giving the student and his/her parents' one school day notice. Once scheduled, the date and time of the detention will not be changed unless a parent/guardian calls the main office to reschedule. The student or his/her parents are responsible for transportation.

#### **In-School Suspension (ISS)**

In-School Suspension (ISS) is a temporary separation between a student and the educational process within the confines of the school. ISS will be in session during regular school hours during which time they will be permitted adequate breaks. Each student shall arrive with sufficient educational materials to be busy

during this six-hour study period. A student missing any portion of his/her assigned time in ISS may be given an additional suspension.

The following rules apply to ISS and Detention:

1. Students are required to have class assignments with them;
2. Students are not to communicate with each other unless given special permission;
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise;
4. Students will not be allowed to put their heads down or sleep;
5. No cell phones, music playing devices electronic equipment, cards, magazines, or other recreational articles will be allowed in the room;
6. No food or beverages will be consumed.

After five (5) days of in school suspension or after school detention for any offenses that have been accumulated, or earlier if the administrator deems necessary, a meeting may be held with a parent, teacher, counselor and administrator (and student, if appropriate) to develop a plan and/or contract to resolve the student's disciplinary problems.

A student may not serve more than ten (10) days of in-school suspension during a school year. Additional infractions will warrant out-of-school suspension and/or recommendation for expulsion.

#### **Out-of-School Suspension (OSS)**

Out-of-School Suspension (OSS) is a temporary separation between a student and the educational process outside of the school building. Students are not allowed on school grounds during the suspension period. The student may not participate in any school activities, functions, athletic practices or event.

#### **Emergency Removal**

A student may be removed or excluded from a classroom or the school for up to Forty-eight (48) hours when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises.

#### **Long Term Suspension/Expulsion**

When a student is being considered for long term suspension/expulsion, a hearing is scheduled with the Imlay City Schools Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The superintendent or his designee will then take testimony and determines if a recommendation to expel is to be made to the Imlay City Schools Board of Education. This decision may be appealed. Work missed during a long term suspension/expulsion may not be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of school rules. This is especially true for infractions involving drugs, alcohol and tobacco use or hazing. More detailed information on these violations can be found in the Athletic Handbook, which is available through the Imlay City High School Athletic Department.

### **Discipline of Students with Disabilities**

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

### **DUE PROCESS RIGHTS**

The following guidelines have been developed to provide each student with a fair hearing before s/he is suspended or expelled.

#### **Suspension**

A student may be suspended for up to ten (10) school days. When a student is being considered for a suspension of ten days or less, the building principal or designee will schedule a hearing with the student. No student may be suspended without a hearing unless clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing will follow as soon as possible. At the hearing, the student will be notified of the school rule violation and will be given an opportunity to state why s/he should not be suspended. After the hearing, the principal or designee will make a decision whether or not to suspend. If the student is suspended, the parent/guardian will be notified of the reason for and the length of the suspension. The suspension may be appealed by following the steps listed below:

**Level I** -- The appeal procedure for discipline cases up to and including five (5) days of suspension is as follows:

- A. The parent/guardian may request an appeal with the building principal.
  1. A request for an appeal must be made in writing and presented to the building principal within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the building principal may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The building principal will notify the parent/guardian of his/her final decision.
  5. The decision of the building principal will be final.

**Level II** -- The appeal procedure for discipline cases from six (6) to ten (10) days of suspension is as follows:

- A. The parent/guardian may request an appeal with the building principal.
  1. A request for an appeal must be made in writing and presented to the building principal within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the building principal may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The building principal will notify the parent/guardian of his/her final decision.
  - 5.
- B. When the decision to suspend is upheld by the building principal, the parent/guardian may request an appeal with the superintendent.
  1. A request for an appeal must be made in writing and presented to the superintendent within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the superintendent may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The superintendent will notify the parent/guardian of his/her final decision.
  5. The decision of the superintendent will be final.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student will be immediately removed under the Emergency Removal Procedure. When a student is suspended, s/he may make up work missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

#### **Long Term Suspension/Expulsion**

When a student is being considered for long term suspension/expulsion, the building principal or designee will send a recommendation for expulsion along with appropriate documentation to the superintendent. The superintendent will schedule a formal hearing during which the student may be represented by his/her parents, and/or legal counsel. If it is then deemed necessary, the superintendent will schedule an expulsion hearing with the Board of Education. The student will also receive a formal letter of notification addressed to the parent/guardian from the superintendent, which will include:

1. The charge and related evidence;
2. The time and place of the board meeting;
3. The length of the recommended expulsion;
4. A brief description of the hearing procedure;
5. A statement that the student may bring parents, guardians or counsel;
6. A statement that the student may give testimony, present evidence, and provide a defense; and
7. A statement that the student may request attendance of school personnel whom was party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school.

Imlay City High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school.

In the event, at any level, a student is found to be innocent of misconduct charges, all disciplinary action will end and the student will be fully reinstated. No

report of the matter will exist in the official school record of the student. The student will be given reasonable opportunity and assistance to make up class work as is necessary and will be given appropriate credit for academic time lost due to any action ordered regarding the incident.

#### **RIGHTS OF EXPRESSION**

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

1. Material cannot be displayed if it:
  - (a) Is obscene to minors, libelous, indecent or vulgar;
  - (b) Advertises any product or service not permitted to minors under the law;
  - (c) Intends to be insulting or harassing; and
  - (d) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. 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 must present the materials to be displayed for principal's approval 24 hours prior to displaying them.
3. All posters, circulations, and displays must first be approved by the building administration. Individual groups are responsible for removing them along with the tape and any other substance used to secure them. This would include, but is not limited to any cleaning of tape marks.

#### **RIGHTS TO PUBLISH**

In order to protect the educational process and school environment, printed material produced or distributed within the confines of the school property shall meet the following criteria:

1. Material shall be non-commercial;
2. Material shall not contain libelous, vulgar or obscene language;
3. Material shall not advocate illegal actions;
4. Material shall not contain false statement or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation;
5. Material shall not advocate disruption nor eminently threaten to disrupt the educational process of the school;
6. Material shall not invade the lawful rights of others; distribution shall be non-coercive;
7. Material shall not advocate action that would endanger the health or safety of persons;
8. Material published, posted or otherwise distributed shall bear the name of the sponsoring organization or group and its advisor;
9. Material which seeks a donation or solicits funds, other than school approved publications, shall not be circulated; and
10. Distributors of material shall be held responsible for cleaning up litter caused by such distribution within a time period designated by the principal.

Prior to the distribution of materials, the principal or a designated representative shall meet with representatives of the publication sponsor to establish the time, place and manner of distribution of material. The responsibility and authority for decisions based on the above standards are vested with the principal or his/her designate representative.

#### **CONCERNS, SUGGESTIONS AND GRIEVANCES**

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

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

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may petition to have a change in grade.