

West Iron County Middle School & High School
Student/Parent Handbook
2018-2019 School Year



West Iron County Middle School & High School
701 Garfield Avenue
Iron River, Michigan 49935

Attendance Office/ Athletics.....(906) 265-3534
General Office/Principal's Office.....(906) 265-5184

PRINCIPAL'S MESSAGE

Dear Students, Parents, Guardians, and Friends:

Welcome to an exciting year at West Iron County High School. I'm certainly looking forward to working with you during the next nine months.

Please make the most of your school year. High school opportunities only happen "once in a lifetime." It goes without saying that our outstanding faculty and staff are again excited to help make your high school experience one of success and enjoyment. Students ... do your best to rise to their expectations.

To fulfill your responsibilities as students and parents, please read this handbook carefully, and follow the procedures and requirements herein. If our handbook doesn't address an item of interest or concern to you, please don't hesitate to contact my office at your convenience. We will be happy to give you some direction. I should also mention that items not specifically addressed in this handbook will be handled with administrative discretion under the guidelines adopted by our Board of Education. So that we all can all maximize our achievement, I offer the following:

THE BOTTOM LINE -- To keep a safe and orderly environment for us all, behaviors that interfere with teaching and learning will not be tolerated in school. Anything that detracts from a quality educational program will be dealt with firmly, yet fairly. I encourage all of you to offer input, as well, if you feel that our handbook needs to be upgraded in any way ... we value your opinions.

Students -- keep in mind that you deserve a quality education and a safe, comfortable school. Let me know immediately if you are not being accorded this environment, and I will take steps to correct it. Remember ... true educational success can only be obtained when it exists in a comfortable, supportive environment, sought-out by hard working students and encouraged by supportive parents and guardians. Again, please don't hesitate to stop by or call if I can be of further assistance. Best wishes for a successful, educational year!

Sincerely,



Mike Berutti

West Iron County Middle/ High School Principal



MISSION STATEMENT

“The educational experience at West Iron County High School provides for the development of excellence in academic and citizenship skills, as well as personal and social growth for all students.”

WYKON FIGHT SONG

We'll give a cheer and hear the rafters ring,
To see the team in blue and white.
You've got our hearts and to your praise we sing,
As for the team you'll fight, fight, fight!
And so it's up, up, up to victory,
The wicked Wykons 're-riled tonight,
You'd better watch out when you tangle,
With the blue and white

TAKE CARE OF THIS BEAUTIFUL SCHOOL

The entire West Iron Educational Community asks that students and visitors demonstrate a personal pride in the use and preservation of this facility. Faculty, staff, and administration will model this in all circumstances. This beautiful building is yours to fully utilize – DO IT WITH STYLE! Thank you for your help.

EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students -- regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background -- to learn through the curriculum offered in this District. If students feel that they are not being accorded these opportunities, they should contact their building principal immediately.

West Iron County Public School District, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. West Iron County Public School District is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions.

DRUG FREE SCHOOLS MEMORANDUM

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students or others on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law and when in the best interest of the district as determined by the Administration, the District will also notify law enforcement officials.

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

STUDENTS WITH LEARNING DIFFICULTIES – Special Education / 504 / ADA

Students, parents, and/or guardians who wish to receive information about the District's compliance with provisions of the Americans with Disabilities Act, the Individuals with Disabilities in Education Act, Section 504 of the Rehabilitation Act of 1973 – or simply those who have a question of how students can be helped to learn more successfully in school should contact the high school office at (906) 265-5184. WE WILL DO OUR BEST TO LEVEL THE PLAYING FIELD SO THAT ALL STUDENTS HAVE AN OPPORTUNITY TO LEARN SUCCESSFULLY. Please ask your principal how these issues affect student discipline in our Code of Conduct. We will make every reasonable attempt to ensure that struggling students are not prevented from learning because of their behavioral difficulties.

STUDENT RECORDS AND THE PRIVACY ACT (FERPA)

School student records are confidential and information from them will not be released other than as stated by the “Family Education Rights and Privacy Act”

STUDENT HARASSMENT / SEXUAL HARASSMENT

Harassment of a student by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law, as well as of school policy. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct has the purpose or effect of unreasonably interfering with school performance or creating an intimidating, hostile, or offensive environment.

In addition to sexual harassment, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent and Principal both assure that the Student Code of Conduct prohibits any form of sexual and/or other type of harassment, including the use of racial, ethnic, or other verbal or physical harassment. If students feel that they are the victims of harassment, they or their parents should immediately contact the high school

office at (906) 265-5184 or the building counselor and/or principal. All such reports will be investigated promptly with every attempt to respect the sensitivity of such situations. Any student found to have violated this policy shall be subject to disciplinary action up to and including suspension and/or expulsion from the District.

SUGGESTIONS FOR STUDENT SUCCESS IN HIGH SCHOOL

- Maintain Great Attendance
- Display Positive Professional Behavior
- Encourage Contact between Parents and Teachers
- Involve Yourselves in Educational Athletics and Extra-Curricular Activities
- Seek Counseling Appointments for Guidance and Direction
- Create and Maintain an Organizational System for Studies
- Spend TWO HOURS OR MORE Each Night on Homework
- Eat Breakfast or Dinner with Parents and Family Members
- Volunteer to Help Others with Studies and Activities
- Contribute to Your Community and/or Church
- Select a Mentor and Develop a Mentor/Protégé Relationship
- Communicate with Your Teachers
- Keep Current on Local, State, National, and World Events
- Respect Elders
- Be a Friend to Those in Need
- Select a Positive Hobby
- Achieve "Balance" in Your Life

EMERGENCY EVACUATION PROCEDURES

In case of a Fire Drill, students should follow their teachers out of the building and get at least 100 feet away from the high school building. **Students must not go to their lockers** ... and must stay with their assigned teachers at all times. Teachers will take attendance while they are outside, and a signal will be given to return everyone to the building.

In case of a Bomb Threat or any other need for a building evacuation – potential gas leak, etc -- a fire drill signal will normally be given for building evacuation. We will return after a thorough inspection and/or a repair is completed. Students are to listen to directions from their teachers and/or administrators at all times and are not to leave campus without permission from the building principal. While outside or in an alternate, designated location, teachers will take attendance. A signal will be given to return to the building. All school rules and procedures will be in place during these instances, even if off-campus.

GENERAL STUDENT INFORMATION

1. **MEDICATIONS** – If under exceptional circumstances a child is required to take oral medication – prescription and/or non-prescription – during school hours and the parent cannot be at school to administer the medication, only a school faculty member, secretary, aide, or administrator will administer the medication. In doing so, compliance with the following is mandatory:
 - a. Written instruction signed by a parent/guardian (and possibly physician) will be required and will include the child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication.
 - b. The medication must be administered to the child in the presence of another adult.
 - c. No medication, prescription or non-prescription may be kept in a student's possession without permission from the building administrator. Violation of this provision will result in disciplinary action. All such medications must be deposited in the general office.
 - d. The parents of the child must assume responsibility for informing the school administrator or building secretary of any change in the child's health or change in medication.
 - e. The school district retains the discretion to reject requests for the administration of medication.
2. **COMMUNICABLE DISEASE CONTROL** – The building principal has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school.
3. **CARE OF ROOMS AND EQUIPMENT** – Each student is responsible for keeping desks, hallways, lockers, and adjacent floor areas cleared of wastepaper, pencil marks, etc.
4. **TEACHER ROOM RULES** – Students are expected to adhere to the reasonable rules and regulations adopted by each of their teachers. Written copies of these rules and regulations will be provided to each student and to the building administrator at the beginning of each semester.
5. **CELL PHONES AND ELECTRONIC DEVICES** - A student may possess a cell phone or other electronic communication devices (ECD) in school. **During regular class, the cell phone or ECD must remain in a student's locker.** Cell phone usage is only permitted in the school building before and after school and during lunch. Cell phones and other ECD's are permitted in school vehicles, as long as the device/cell phone remains off. Cell phones and ECD's must be temporarily forfeited by the student during make-up time, in-school suspension, or detention. If a teacher, administrator, or other school employee witnesses a student using a cell phone or ECD during make-up time, in-school suspension, or detention, the time served will not apply.

Also, during school activities when directed by an administrator or advisor, cell phones and other ECD's shall be turned off and stored away out of sight. The use of cell phones and ECD's in locker rooms and restrooms are prohibited.

Possession of a cell phone or other ECD by a student in school 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 and may result in confiscation of the cell phone or ECD.

The student who possesses a cell phone or ECD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or ECD's brought onto its property.

6. **VISITORS TO THE SCHOOL** – Open lines of communication between the home and the school are important to good education. Parents and other adult citizens are encouraged to visit the schools. However, persons entering a school building shall immediately make their presence known in the office of the principal. To avoid interruption of instruction at the expense of students, anyone desiring to visit classrooms shall obtain permission beforehand from the building principal. Any person who visits a school building and/or its grounds will be under the jurisdiction of the building principal who shall govern the presence of visitors. The building principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or ground refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the facilities or property. Violators of this provision and the rules of school operation may be subject to trespass laws.
7. **STUDENT PUBLICATIONS** – Although administrative prior review of newspapers, video broadcasts, or the yearbook is not utilized commonly in our school setting, students and faculty members should first obtain administrative permission before publishing and/or broadcasting information that would run counter to the educational mission of the school district or the orderly functioning of an educational learning environment.
8. **ANNOUNCEMENTS/POSTINGS ON BULLETIN BOARDS/HALLWAY POSTERS** – Any student or organization wishing to make an announcement or to post materials on a bulletin board must gain approval from the high school office.
9. **FOOD CONSUMPTION** – The eating and drinking of food and beverages in areas other than the cafeteria/commons is generally prohibited. Teachers may allow eating and drinking in their rooms, this should be known in their classroom rules. If our hallways and classrooms become a mess, food and drink will be restricted to the cafeteria/commons.
10. **COMPLAINTS/CONCERNS ABOUT FACULTY AND STAFF** – Students and parents who have concerns with faculty and/or staff over the teaching of content or over the educational program must FIRST meet with those faculty and staff to attempt to address situations in person. The building principal should not normally be contacted until all attempts to address the concerns with the professional faculty have been exhausted. A quality educational environment respects its teaching staff as professionals who can work with parents to solve problems that naturally arise when working with adolescents – proper chain of command will be followed with few exceptions.
11. **FIELD TRIPS** – Educational trips and excursions are important experiences for students and help to supplement and complement classroom instruction. All such trips must be approved by the school principal – permission slips and medical information slips must be on file with the chaperone in every case ... copies must be provided to the office. Students must have all proper paperwork filled-out before attending field trips off-campus.
12. **ILLNESSES/SICKNESSES** – Students who become ill during school hours should come to the principal's office and make every attempt to contact their parents for proper transportation home. The school administrator will determine the seriousness of the illness and will, if parents approve, authorize the release of the student. A student who leaves the building or misses undue class time without first obtaining administrative permission will be disciplined with an unexcused absence and/or a skip.
13. **LOST AND FOUND** – This service is maintained in the general office. The school is not responsible for any items of value that are lost or stolen while students are in school.
14. **LOCKERS** – Students are responsible for any items that are in their lockers. Lockers may be searched at any time that a reasonable suspicion develops by school administration that they may contain items that violate school rules. Items of value should not be kept in lockers under any circumstances – if they are stolen, the school is not responsible. If students use their own locks to secure items in locker rooms, they must either provide the principal's secretary with the combination or with an extra key to the lock. If a search needs to be conducted and the student has not taken these measures, then the lock may be cut off the locker with no reimbursement going to the student. The school will not be responsible for replacing the locks to students in these situations. In some instances when supplies are available, gym teachers and/or coaches may provide locks for securing items in locker rooms.
15. **TELEPHONES** – School telephones are for school business only. The office will accept incoming calls and/or messages from a student's immediate family only when the matter is urgent.
16. **STUDENT INJURIES** – Students who are injured in school should immediately report such to a faculty member, secretary, custodian, aide, or administrator. The adult will immediately report the injury to the office, and the secretaries will attempt a call to the parent and/or guardian. An accident report shall also be filed by the supervisor in charge at the time of the injury.
17. **DROPPING/ADDING CLASSES** – Once schedules are distributed, no changes will be allowed except in extreme circumstances. Only educationally justifiable changes will be considered – “not liking” a particular faculty member is NOT educationally justifiable. Please keep in mind that students do not naturally get every class that they desire in a school our size ... they may have to take classes outside of their areas of interest. Every effort was made to staff classes based on student requests during the scheduling process, but a perfect schedule for all students is an impossibility. Classes may not be dropped after the first (5) five days of the semester. Both the teacher and the parent/guardians must sign the Drop and Add Slip. A verbal contact will also be mandatory with the High School Counselor. If a class is dropped for any reason after the first (5) five days into the semester, the student may not be able to add into another class “for credit,” although the student may be scheduled into a class so that full-time attendance is maintained. Students who are scheduled as such and create discipline problems will be subject to strict disciplinary measures under our discipline policy. If a class is dropped after the beginning of the 4th week, the student may receive an “F” for failure to complete the course.
18. **FORGERY** - The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
 - 1st Offense: ISS, one day, failing grade and call to parent
 - 2nd Offense: ISS, 2-3 days, failing grade, conference with parent, possible police involvement.
 - 3rd Offense: OSS, 1-3 days failing grade, conference with parents.
 - 4th Offense: Recommended Expulsion
19. **COUNSELING/GUIDANCE SERVICES** – Students are encouraged to seek-out counseling appointments to discuss any school or personal problems they may be encountering. The high school counselor is eager to help in any way. Keep in mind that any information that is discovered of a harmful or destructive nature may be reported to proper authorities, in the best interest of students and for the well being of faculty and staff. However, personal sensitivity is always used and confidentiality is kept – as much as it can be -- in most instances that students discuss ... the counselor is here to help students make it through high school. Parents should feel free to contact the counseling office if they need help or information concerning their children's schoolwork, behavior problems, or post-high school plans.

20. **IMMUNIZATIONS** – Each student should have the immunizations required by law or must have an authorized waiver. If students do not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and is in accordance with State Law. Any questions about immunizations or waivers should be directed to the Principal’s Office. For your information, the following information is included in this handbook for your review:
Unless given a waiver, students must meet the following requirements:
Diphtheria – Four (4) or more doses of DTP or DT vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Tetanus – Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis – Four doses of any appropriate pertussis vaccine are required. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio – Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles – Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) dose given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella – Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) dose given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.
21. **ENROLL/WITHDRAWAL FROM SCHOOL** – Students under the age of 18 should have a parent or legal guardian enroll them into school. No student under the age of 18 will be allowed to withdraw from school without the written consent of parents.
22. **PARKING/DRIVING REGULATIONS** – Parking at school and/or driving on school property is a privilege, not a right. Students who speed with vehicles, drive carelessly, or create excessive noise will be subject to disciplinary measures, possible suspension, and possible loss of parking/driving privileges. They may also be ticketed by local law enforcement officers. Students are responsible for the conduct of passengers in their vehicles and may be subject to discipline for any passenger conduct that violates school rules and policies. Driving/parking privileges may also be revoked in certain circumstances. When school administrators have reasonable suspicion to believe that vehicles on school property may contain materials that violate school rules and/or regulations, they have the authority to search the vehicles. They may also request the assistance of law enforcement in these circumstances. Students involved in Building Trades or Dickinson Iron Tech Center must not drive to the site unless they seek permission from the building administrator ... a bus is provided.
23. **AGE OF MAJORITY** – The Board of Education of the West Iron County Schools: “recognize that when a student reaches 18 years of age, he/she is afforded all the rights, privileges, and responsibilities of adulthood.” Further, “the adult as a student is part of the school society and participates as all other students in shaping the school environment. Therefore, in order to preserve the common good of the school community, it is necessary that they accept the responsibility of adhering to the rules and regulations that have been established by the Board of Education for all students so that the school may continue to function in an educationally sound manner.”

Students, upon reaching 18 years of age, do have the right to become registered members of a political party, to register to vote, and to carry out said franchise. It is proper to have political clubs in schools as long as they conform to Board of Education policies. Their activities will be restricted to non-school hours. The use of students’ assembly time for candidates for public office (excluding Student Council and class officer elections) will not be allowed.

Attendance and Residency – A student, upon reaching Age of Majority, may assume full responsibility for his/her report card, attendance, and other high school related procedures and activities, by notifying the high school principal in writing of his/her desire. This student may also elect to attend school in a district other than the residence of his/her parents. The establishment of his residence shall be subject to the rules, regulations, and laws established by the state and local school district. *General School Laws and Regulations* – All students, regardless of age, are covered by, and therefore subject to, the Student Code of Conduct and all other policies, rules, and regulations established by the Board of Education, the administrative staff, and teachers. In accordance with sound legal jurisprudence, the following statement is quoted from Michigan State Laws, Sec. 340.614, M.S.A. 15.2614 (Paragraph 20):

“It can be stated unequivocally, that rules and regulations for the discipline and control of pupils may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances. These rules may be relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of pupils...”

24. **ADVERTISEMENTS** for goods and services must be approved by the high school administration before they are posed on school property. Students who advertise for goods or services without permission may be subject to disciplinary action for insubordination.
24. **Paying for School Lunches** – West Iron County Public Schools has a hot lunch debit card program. Each child has his/her own debit card that is only scanned when the child eats. Parents are encouraged to prepay for lunches. Daily payments for lunch are discouraged as it causes extra time for personnel in handling and accounting for money. A reminder letter will be sent out when the child’s account falls below \$7.50. Milk may be purchased on a daily basis.

Application forms to determine eligibility for free or reduced lunch prices are available in the principal’s office. The forms are also distributed to all families at the beginning of the school year in the Wykon Window.

Students are responsible for their debit cards. A debit card that is lost or damaged will be replaced at a cost of \$5.00 charged to the student.

GRADING

Letter grades are issued two times a semester. Cards will be mailed home following the last week in the final marking period. If delinquencies or fines are not paid, the cards may be held until the students and/or parents take care of the obligation.

For the purpose of grade point calculation, all classes, including Advanced Placement Classes – are valued on a 4-point scale as follows:

A	94%-100%	4.00	B	83%-86.99%	3.00	C	73%-76.99%	2.00	D	63%-66.99%	1.00
A-	90%-93.99%	3.67	B-	80%-82.99%	2.67	C-	70%-72.99%	1.67	D-	60%-62.99%	0.67
B+	87%-89.99%	3.33	C+	73%-76.99%	2.33	D+	67%-69.99%	1.33	F	0%-59.99%	0.00
I	Incomplete		Cr	Credit (0.33)							

S Satisfactory U Unsatisfactory

Any grades of *INCOMPLETE* must be reconciled in order for students to receive a legitimate grade for credit. The administration reserves the right to calculate "incomplete's" at 0.00 for grading purposes if the student does not attempt to rectify or fail to meet the faculty member's standards for rectification within 4 weeks of the issuance of the incomplete.

GRADUATES – TAKE NOTE -- Seniors who need the credits to graduate *MUST RECTIFY INCOMPLETES BY NOON ON THE FRIDAY BEFORE COMMENCEMENT ACTIVITIES* or they may be precluded from participation.

CREDIT (CR) will be awarded to pupils who have applied themselves and yet have met only the minimal objectives of the course. It is granted at the teacher's and/or administrator's discretion because they feel that the student has demonstrated a conscientious effort in meeting the standards of the course in question. The grade of Credit (CR) will have a GPA value of 0.33.

WORK-STUDY – Students in work-study assignments shall be graded on an "S" (satisfactory) or "U" (unsatisfactory) basis. Students shall receive the appropriate credit.

HONOR ROLL – It is the students' responsibility to make sure the office has their names correctly posted for the honor roll. They should check the lists on the bulletin board outside the office when posted and should remind office secretaries of any discrepancies before the names are submitted to the local newspaper for publication.

SEMESTER EXAMS AND GRADES – At the end of the first and second semesters, students will be required to take examinations. If students skip their scheduled exams or fail to provide an excuse, as necessitated by the attendance policy, then they will receive an F for that examination at the discretion of the instructor, with consent of the administration a requisite component.

FAILING A MARKING PERIOD/SEMESTER – Students who fail one of the two semesters of a yearlong class, must take and pass the final exam to be eligible to receive a passing grade and credit. Students who fail one of the two marking periods of a semester-long class, must take and pass the final exam to be eligible to receive a passing grade and credit

GRADUATION REQUIREMENTS – Class of 2018-23 credits. Class of 2019 and beyond, must earn 24 credits to graduate. See the course bulletin for more detailed information.

NATIONAL HONOR SOCIETY

The West Iron County Chapter of the National Honor Society has a longstanding history of bringing prestige and honor to those students who have been selected and inducted as members.

The procedure at WICHS that qualifies a student for the NHS begins in September of each year. The preliminary qualifications for consideration require that candidates must have been in attendance for a period equivalent to one semester in this school. Juniors and seniors are eligible to apply and must have a minimum 3.33 scholastic grade point average. Eligible candidates must also exhibit certain characteristics of service, leadership, and character. All qualifications must be maintained in full after selection, or the student may be subject to dismissal proceedings.

Selection:

1. Students' academic records will be reviewed by the school counselor and/or NHS advisor to determine scholastic eligibility.
2. Student who meet the scholastic criteria for membership must complete the following procedures:
 - a. Apply in writing to the faculty committee requesting consideration of nomination to the NHS. The letter should contain the person's eligibility in terms of leadership, service, and character ... and also the reason for desiring membership.
 - b. Complete the Student Activity Information Form and submit it as requested within the timelines set.
 - c. See to it that faculty prepare a Faculty Evaluation Form, which is submitted directly to the Faculty Advisory Committee through the Advisor.
 - d. Obtain additional information at the committee's request or even meet with the faculty committee if requested.
 - e. Fill-out all materials legibly, accurately, and with a great deal of care and consideration for detail ... and meet all deadlines and timelines as posted.
3. The faculty committee will then meet and shall make a determination as to the acceptance or non-acceptance of candidates. The principal and chapter advisors do not vote on student selections. Qualified students are selected by a majority vote of this five-member council, which is appointed by the principal.
4. Students will be notified by letter regarding their acceptance or non-acceptance to the National Honor Society.

Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty.

Information concerning specific students not selected for membership is not usually shared – in exhaustive detail -- with parents and students. The principal may, however, offer parents and students some "general reasons for non-selection" with an interest in turning *what is for all involved* a disappointing situation, into a "teaching" experience that will help the student to further develop the qualities under consideration. In every instance, the principal or advisor will listen to the concerns of students and parents. Hopefully, those involved will understand that all decisions of the kind involved in this selection process have some subjective aspects. Admittedly, a committee composed of a different group of people might well have produced a different result, but this admission is no objection to the process itself or to the fact that specific decisions reached by the council do not satisfy everyone. Parents and students must understand that the goal is to uphold the integrity of the national standards, to avoid yielding to pressure tactics, and to have faculty council members recognize the serious nature of their assignment to be fair in their judgements. The National Council and NASSP shall not review the judgement of the faculty council regarding selection of individual members to the WICHS chapter.

Procedurally, while students not selected for membership in the NHS are not legally entitled to any kind of a formal hearing or other kind of due process, as a common courtesy, they would be graciously received, along with their parents, to have the selection process re-explained to them. This does not mean that the students or their parents have the right to see the evaluation sheets or other papers that may have been used by the faculty council in making their decision on selections. Materials used by the faculty council will not be placed in the school records or students' files. Requests or demands that members of the faculty council be available for inquiry as to how each member evaluated the complaining student, or any other student, will be firmly but politely refused. Faculty members may speak with students and parents voluntarily.

DISMISSAL – Membership in the NHS is both an honor and a responsibility. All members are required to maintain the 3.33 GPA after each marking period. Members are also expected to continue to demonstrate the qualities of character, leadership, and service. Keep in mind MEMBERS WHO VIOLATE SCHOOL RULES AND RECEIVE DISCIPLINE THROUGH THE OFFICE MAY BE REMOVED FROM THE NHS. The advisor will periodically review members' records and will bring each instance of violation to the faculty council. The council will accord the affected students (and parents) an opportunity to attend a hearing in which due process procedures of notice, opportunity for explanation and evidence, timeline notification, and an opportunity for appeal will be given. In short, members will have all of the same due process rights to appeal as they would in any school suspension and/or expulsion situation. The council will render its decision fairly and justly based on the information it has at its disposal. Students who are dismissed will not wear NHS artifacts and/or apparel to senior activities, including Commencement.

GUIDELINES for SELECTION and RETENTION

The following guidelines have been established at West Iron County High School to give further help to eligible candidates and faculty members in the definition of scholarship, service, leadership, and character.

SCHOLARSHIP – Candidates have a grade point average of 3.33 or higher and show a scholarly approach in their coursework.

SERVICE – Candidates put service to others above self-interest. They give time, effort, talents, and contributions, not for personal gain, but for the class, school, or community.

In addition, they have exhibited a willingness to do committee work and are always ready to show courtesy by assisting teachers, visitors, and other students. They represent the school in competition, participate in extra-curricular activities or community-related activities, and they must be involved in a minimum of three organizations to include sports, clubs, jobs, church groups, community groups, and projects. While a member of NHS, they must complete community service activities as determined by the NHS advisor.

CHARACTER – Candidates demonstrate the highest standards of reliability, honesty, and sincerity. They cooperate fully with school regulations and uphold high principles of morality and ethics. In addition, they take criticism willingly and accept recommendations graciously while consistently exemplifying desirable qualities of cheerfulness, friendliness, poise, and stability. They show courtesy and concern for others ... respect is of paramount importance to them. Candidates observe instructions and rules and are punctual and faithful both inside and outside the classroom. They also have powers of concentration and sustained attention as shown by perseverance and application to studies. They avoid cheating in every situation and show an unwillingness to profit by the mistakes of others. In tough situations, they "do the right thing" by testifying honestly against others who are detracting from the school's learning community. They would never think of withholding information from a teacher or an administrator.

LEADERSHIP – Candidates are resourceful in proposing solutions to problems and demonstrate initiative in promoting positive school activities. They exercise influence on peers in upholding school ideals and consistently contribute ideas that improve the life of those in the school. Candidates accept great responsibility both in and out of the classroom and are able to effectively delegate. They inspire positive, contributory behavior in others and successfully hold school offices or positions of responsibility. In addition, they can conduct business effectively and efficiently and can be depended upon to get the job done, whatever the job may be. They show great initiative in the classroom and contribute to a positive, educational teaching and learning environment.

INDUCTION CEREMONY/HONORS ASSEMBLY/TUTORIAL PROGRAM – Students in National Honor Society, as a condition of membership, are required to participate in the induction ceremonies, are required to help plan and carry-out the end-of-year Honors Assembly, and are required to tutor students in their subject areas if that is required by their chapter advisor. Students who choose not to participate in these activities – or seek permission otherwise by the chapter advisor and building principal – may be removed from the chapter and disallowed from wearing the NHS garments at graduation ceremonies.

West Iron County Public Schools District Policy Acceptable Use of Networked Resources

(1) Introduction:

(1.1) Filtered Internet access is available to students and staff in the West Iron County Public School District. We are very pleased to bring this access to West Iron County and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing internet and network access is to promote educational excellence in schools, innovation, and communication.

(2) Philosophy:

(2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (West Iron County) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

(3) Acceptable Use:

(3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a WIC student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.

(3.2) **The use of the Internet must be in support of education and research and consistent with the educational objectives of West Iron County Public Schools.** Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in

violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

(4) Privileges:

(4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to WIC educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the network/Internet at any time as required. The administration, faculty, and staff of WIC may request teachers to deny, revoke, or suspend a specific student's privilege to access the network/Internet.

(5) Network Etiquette:

- (5.1) You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - Do not reveal any personal information (phone number, social security number, address, etc...) or any personal information of students or colleagues.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.

(6) Warranty:

(6.1) West Iron County Public Schools and its Internet provider make no warranties of any kind, whether expressed or implied, for the service it is providing. WIC will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. WIC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

(7) Security:

(7.1) Do not use a teacher's computer or lab computer without permission from that teacher, the lab coordinator, or librarian. Attempts to gain access to the Internet without permission of the teacher, lab coordinator, or librarian will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.

(7.2) Defeating the network security and filter systems will result in a loss of network/Internet and/or computer privileges. This includes the use of unauthorized proxy servers, hacking utilities, and web page proxies.

(8) Vandalism:

(8.1) Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses, hacking or changing network settings, and modifying other users' files without permission.

(9) Restrictions:

(9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher, lab coordinator, or librarian and report the incident. If the accidental incident is reported immediately, the incident will not be considered a violation and no disciplinary action will be taken.

(9.2) E-mail is only allowed under direct teacher approval and supervision. All other use of e-mail is strictly prohibited. When receiving e-mail, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the e-mail message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher, lab coordinator, or librarian.

(9.3) No Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher, lab coordinator, or librarian.

(9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited.

(9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content.

(9.6) Students and staff are provided a storage place on the network referred to as a "home directory." Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, and video files are prohibited. These files may be saved in a shared space with prior teacher approval for assignments/class projects, but they must be deleted after the assignment/class project is completed. Unauthorized files will be deleted from home drives. A first offense will result in a warning and parent notification; a second offense will result in loss of computer privileges.

COMPUTER USE DISCIPLINE GUIDELINES

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Possession of any executable file, to include but not limited to those identified by the extensions listed below. If any file is found to have a changed extension with the intent to hide its true purpose, the possessor will be found in violation. .bat, .pif, .application, .jar, .cmd, .exe, .reg, .scr, .msi, .com	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Accessing the network of Internet without a parent-signed Acceptable Use Policy.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Illegal access to restricted areas with deliberate modification or damage to files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Deliberate downloading of virus or other damage to computer files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Transmitting unreleased stories, pictures, or confidential information reports (i.e., someone's address or phone number without permission).	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Vandalism of equipment.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Allowing illegal access to the network or Internet by letting someone use your log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Accessing the network or Internet using someone else's log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of account or illegal access to restricted areas.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Bypassing filter system/network restrictions.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unsupervised use of computers or computer lab.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Unauthorized e-mail or chatting.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Transmitting inappropriate or offensive language.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Downloading of programs or games.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Downloading of pictures, sound clips, etc. without staff/teacher approval.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Ripping or downloading music to home drive.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Saving of wallpaper, screen saver, icons, etc. to local workstation or changes to system settings.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Creating/saving inappropriate files or documents to a work- station or network/home drive.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Playing games of a non-educational nature.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian

			notified.
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DRESS CODE: WEST IRON COUNTY PUBLIC SCHOOLS

Dress and Grooming:

While fashion changes, the reason for being in school does not. Students are in school to learn, and the integrity of the teaching/learning process is of paramount importance. Thus, students are expected to dress in a manner that is not distracting or disruptive to the educational process. Any rendition of dress, accessory, hairstyle, body marking, or personal hygiene which disrupts the educational process or presents a safety risk to persons or property will not be permitted. The administration may also prohibit articles of clothing that cause excessive school maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc.

Additionally, existing laws and/or school regulations may require the wearing of protective clothing, eye shields, or other dress for the health and safety of students. For example, a hair net or cap may be required by certain instructors where long hair may impose a health or safety threat near open flames, moving machinery, or food. The Instructors will make these decisions with the advice and consent of the administration.

Although personal expression is valued and student dress is a parental responsibility, school personnel may confer with students and parents and/or take such corrective measures as necessary in instances where dress and grooming are dangerous to safety, detrimental to good health, or so distracting as to interfere with the teaching and learning process. Such corrective action may involve warnings, confiscation, Saturday Schools, and/or even suspension if problems continue with certain students. School officials are not responsible for reimbursing the cost of materials that they confiscate if these materials are found to transcend the boundaries of this policy. Students, in making fashion and/or personal appearance decisions, may wish to ask themselves the following questions:

Does my clothing expose too much?

Does my clothing advertise something which would run contrary to the educational mission of the school (or something that is harmful or prohibited to minors)?

Does my clothing or personal appearance contain any messages or markings that are obscene, profane, drug-related, or gang-related?

Does my appearance unduly interfere with the educational process...will it be distracting to those around me?

And of course: Am I dressed appropriately for the weather?

The following guidelines serve as our policies, rules, and regulations on student dress in the West Iron County Public Schools:

1. Students are expected to be neat and clean at all times.
2. Students shall only wear clothing bearing printing, slogans, mottoes, and advertisements that are in good taste.
3. Dress must comply with the health and safety codes of the State of Michigan.
4. Headwear, scarves, headbands, hair rollers, and hoods shall not be worn as headwear in the building.
5. Bare midriffs, if you can't tuck it in don't wear it, see-through garments, bare backs, halter-tops, low cut blouses, crop tops, are prohibited. Also all tops must reach the shoulder seam, no tank tops.
6. Jackets and coats designed for wear, out-of-doors, are prohibited in the building during school hours unless authorized by the teacher. No jackets or coats, however, will be worn through the lunch lines for any reasons, unless specific permission is given by the administration. Coordinated outfits will be allowed at the discretion of the administration.
7. Printing, buttons, insignias, etc. depicting any alcoholic beverage, tobacco, tavern, or illicit substance will not be permitted on clothing or personal artifacts while students are on school grounds.
8. Students and visitors are prohibited from wearing, possessing, or displaying any item/article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or engaging in any manner of grooming which by virtue of its color, arrangement, trademark, orientation, or any other attribute, denotes membership in a gang/cult/non-sanctioned organization; or making, possessing, or displaying any paraphernalia, signs, or communications (written, verbal, gesture) which symbolizes gang/cult/non-sanctioned organization membership, recognition, affiliation, or support.
9. Body markings, (including tattoos) which are distracting to the educational environment will not be allowed on school grounds.
10. Shoes, for safety reasons, shall be worn at all times unless otherwise authorized by the administration.
11. Articles of clothing, backpacks, or accessories with sexually suggestive or tasteless messages will not be allowed in school.
12. Appropriate foundation garments and underclothing must be worn at all times and should not be visible to onlookers.
13. All pants must be fastened at and worn around the waist and should not restrict and/or obstruct movement.
14. Hair shall be kept neat and clean.
15. Body piercing, other than that in the ears can be considered too distracting by the staff and administration to the learning environment. If deemed distracting, the piercing will be removed during school hours.
16. Chains fastened to wallets and articles of clothing will be allowed only under the discretion of the building principal.
17. Shorts and skirts should be of reasonable length so that they are deemed in "good taste" by the administration, faculty, and staff. A good rule of thumb is that the bottoms of the shorts and skirts should be at least below the fingertips of students who are extending their arms downward along the sides of their bodies.
18. Ripped or torn clothes shall, in most cases, not be allowed in school.
19. Clothing that appears too tight and/or suggestive should be avoided in school. To avoid showing too much throat is exposed, hold your right hand with the thumb and first finger on your collarbones, the upper edge of the garment should be hidden by the bottom of your hand.
20. Parents are encouraged and expected to provide their children with clothing conducive to the weather outside for purposes of traveling to and from school, as well as for participation in recess and other curricular/extra-curricular activities.
21. Students who are representing West Iron County at official functions or public events may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, orchestras, and other such groups.

School authorities reserve the right to determine when dress and grooming styles are unsafe, are not in good taste, or when they create a disruption of the learning process. A student may be sent home or given disciplinary measures for violating the dress code. Any absence for such a violation is unexcused. Repeated violations of the dress code will be considered as defiance of authority, and will be dealt with accordingly.

This dress code was constructed by a district-wide committee of teachers, parents, students, Board members, and administrators in September of 1997. It was approved by the Board of Education shortly thereafter.

SCHOOL BUS REGULATIONS

RESPONSIBILITIES OF STUDENTS:

1. Students waiting for the bus must stay off the roadway at all times.
2. Students wishing to ride the bus must be at the designated stop **ON TIME**. The bus has a schedule to keep and cannot wait for late students.
3. **ONLY REGULARLY ASSIGNED STUDENTS MAY RIDE THE BUS**. The bus is not a taxicab of convenience. A student must ride his/her assigned bus only. The exception to this is the written consent of parent and principal.
4. Passengers are required to **SIT** in their assigned seats and should not stand or walk around while the bus is in motion. Students should not attempt to get on or off the bus while it is in motion.
5. Students should practice appropriate conduct while on the bus or at the bus stop. This means the student will **RESPECT** other students and the bus driver, or face the consequences in the Discipline Code.
6. Don't be a litterbug! Students should do their share in keeping the bus clean.
7. Eating on the bus is **NOT** permitted.
8. **Students should always cross the highway in FRONT of the bus, NEVER BEHIND IT! Wait for a signal from the bus driver before crossing the road.**
9. All body parts and materials should be kept inside the bus at all times.
10. If necessary, a student may be expected to walk one and one-half miles (1-1/2) to the bus stop. A Kindergarten student will be picked up as close as possible to his/her home, as is practical and safe.
11. Students should report any damage to the bus to the bus driver immediately. Students responsible for vandalism will be disciplined accordingly by the Supervisor of Transportation and/or by the Administration of his/her school building.

RESPONSIBILITIES OF PARENTS:

1. To ensure and be certain that their children arrive at the bus stop on time in the morning. It is recommended that the children arrive 5 minutes before the departure.
2. To provide necessary **PROTECTION** of their children when they are going to and from the bus stops.
3. To accept **JOINT RESPONSIBILITY** with school staff and authorities for the proper conduct of their children.
4. Please call the bus garage at **265-9047** if their children will not be riding the bus. This allows for efficiency of the operation and saves time and fuel.

TRANSPORTATION TO AND FROM SCHOOL IS A PRIVILEGE, NOT A RIGHT!

The School Administration may deny the privilege of riding a school bus to any student who violates school bus regulations.

Procedure for Disciplinary Action (School Bus):

Bus drivers are to the bus as teachers are to the classroom. It is their **RESPONSIBILITY** to maintain Order and Safety on their bus. Therefore, the bus driver has the authority to discipline students who disturb safety and order as needed. This could include suspension of bus riding privileges. The procedure that will be used, if it is necessary for disciplinary action, is as follows:

1. The bus driver will issue a **BUS DISCIPLINE VIOLATION NOTICE** to the student about his/her misconduct or violation of bus regulations. The parent or guardian and the student will sign a copy of the notice and return it to the bus driver before the student is allowed back on the school bus.
2. If the **BUS DISCIPLINE VIOLATION NOTICE** is **NOT** returned to the bus driver with the student's **AND** the parent's signatures, a registered letter containing a copy of the notice will be sent to the parents for signature, to be returned to the School District.
3. The bus driver, building principal, and transportation supervisor will keep a copy of each **BUS DISCIPLINE VIOLATION NOTICE**.
4. It is the bus driver's responsibility to attempt to notify the parents and the building principal by telephone, the day the conduct or behavior takes place.
5. Their building principal or designee will see students who receive a **BUS DISCIPLINE VIOLATION NOTICE**. If the building principal or designee decides a conference with the student/parent and the bus driver is necessary, the building principal or designee will schedule the conference as soon as possible. Further discipline may come about for bus infractions at the discretion of the building administrator.
6. Infractions or violations of a serious nature, as determined by the Transportation Supervisor and the Superintendent of Schools, may result in an immediate suspension of riding privileges. This immediate suspension will supercede the steps outlined in the Bus Discipline Violation Notice.

STUDENT RIGHTS

1. **FREEDOM OF SPEECH AND ASSEMBLY**

- A. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
- B. All student meetings in the school building or on school grounds may function only as part of the formal education process or as authorized by the principal.
- C. There is an appropriate time and place, however, for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school and classroom is inappropriate and prohibited.
- D. The principal must formally recognize clubs or groups of any extracurricular academic or social function.

2. **FREEDOM TO PUBLISH**

- A. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.
- B. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
- C. Libel, obscenity, and personal attacks are prohibited in all publications.
- D. Unauthorized commercial solicitation will not be allowed on school property at any time.
- E. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

3. **STUDENT EXPRESSION THROUGH PRODUCTION OR DISTRIBUTION OF PRINTED MATERIAL PREFACE:**

The right of students to express themselves is recognized. However, the primary functions of the secondary school as a transmitter of knowledge and as a force for the inculcation of the community's culture contrasts with the greater emphasis on research and enhancement of knowledge characteristic of colleges and universities. This closer affiliation of the secondary school with the local community and its values militates against a system's ability to view itself as an independent academic community; a concept which strongly influences colleges and universities. For all secondary schools, the relative immaturity of the students also requires greater prudence in the extension of freedom to, them than seems necessary in higher educational institutions. (American Civil Liberties Union, "Academic Freedom in the Secondary Schools", 1969, Pg.4)

Policy:

It shall be the policy of this school district to recognize and protect the rights of student expression, and to balance these rights with the interest of an orderly and efficient educational process and school environment suitable for the healthy growth and development of all students. This policy will not be implemented on behalf of any other interests.

The school shall assume no responsibility for the contents of any written material produced, posted, circulated, or otherwise distributed, or of student conduct, taken in accordance with this policy, insofar as such matter or conduct may relate to any interests other than those of any orderly and efficient educational process and proper school environments.

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

- 1. *Material shall be non-commercial.*
- 2. *Material shall not contain libelous or obscene language.*
- 3. *Material shall not advocate illegal actions.*
- 4. *Material shall not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt, or injury of reputation.*
- 5. *Material will not imminently threaten to disrupt the educational process of the school.*
- 6. *Material shall not advocate action that would endanger the health or safety of students.*
- 7. *Material shall not invade the lawful rights of others.*
- 8. *Material published, posted, or otherwise distributed, shall bear the names of at least two students principally involved in the promotion of this material, and, when applicable, the name of the sponsoring student organization or group.*
- 9. *Material may not be sold on school property, nor can material that seeks a donation or solicits funds be circulated, without school administration approval.*

Procedures:

- 1. Prior to the distribution of material, the principal or designated representative and the student or group of students shall cooperatively establish the time, manner, and place of distribution of material.
- 2. The principal or his/her designated representative may state at this time whether or not the material, in his/her judgement, meets the above criteria
- 3. The principal may remove posted material or otherwise halt the distribution of material that does not meet the above criteria. In the event this is done, a statement will be issued through the principal stating the reason this was removed.
- 4. It shall be the duty and responsibility of the principal to interpret and enforce this policy and the resultant procedures and to take appropriate action if violations occur.
- 5. A student (or student group) who believes that his constitutional rights have been infringed upon may appeal his/her case through the principal, then to the Superintendent of Schools, to the Board of Education. During the appeal period, the student (or student group) must abide by the decision of the principal.

Violations:

Violations of this policy and the duly constituted procedures of implementation and administrative decision pursuant thereof may subject the student to discipline, including suspension or expulsion, in accordance with the authority of the Board of Education.

Implementation:

Subject to the policies and procedures outlined above, the following means of written expression and distribution of printed materials are available to those students or groups who wish to make use of them:

1. Newspapers and magazines, pamphlets and leaflets-either official publications or independently produced publications;
2. Bulletin boards.
3. Literature bale(s);
4. Others mutually agreed to by the principal or his/her designated representative and the students concerned.

RULES FOR ALL WEST IRON COUNTY HIGH SCHOOL DANCES:

1. Only regularly enrolled pupils at West Iron County High/ Middle School will be admitted unless authorization is given by the principal.
2. No one will be admitted after 8:30 p.m.
3. Students may leave at any time, but once they leave the dance, they may not return. This applies before 8:30 p.m. as well as after.
4. The use of tobacco, intoxicants, or other drugs is prohibited at school sponsored dances. The use of these at any time is grounds for suspension from school and contact with law enforcement agencies.
5. No one below the ninth (9th) grades in school or over the age of 20 years old will be admitted to the High School dance. No High schoolers will be admitted in to a Middle School dance.

GUIDELINES FOR STUDENT BEHAVIOR AT EXTRACURRICULAR EVENTS

Students should:

Be Cooperative
 Demonstrate good sportsmanship at all times.
 Be helpful.
 Respect others even in the heat of competition.
 Observe all rules, policies and regulations that apply to home and away games.
 Recognize that any handbook disciplinary violation is applied to students attending any extra-curricular school related event or activity.
 Understand that the privilege of attending extracurricular events will be denied if inappropriate behaviors in violation of these guidelines becomes apparent!

ATTENDANCE POLICY

I. PHILOSOPHY

Regular school attendance is an important part of learning. Students are expected to attend all classes each day.

An attendance record for each student is one of the items that most future employers will want to review. While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent/guardian and the student. Through the cooperative efforts of the parent and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful to the present and future endeavors of the student.

It is important that students complete their high school education to compete in today's society and job market. Students, however, who are 16 years of age and older are not required to attend school per current Michigan law. Thus, if a student by his/her attitude, effort, and attendance indicates that school is of no interest, he/she will be encouraged to pursue employment or other alternatives after the school takes all reasonable steps to retain that student.

NOTE TO PARENTS: Every effort should be made to schedule doctor appointments, family vacations, etc. so they do not interfere with a student's school attendance. Parents should feel free to contact the school at any time to confirm the number of absences their student currently has recorded.

It is the RESPONSIBILITY OF THE PARENT/GUARDIAN to call the school when a student has an excused absence. If the parent/guardian does not call the school by noon the day following the absence, the absence could be considered as unexcused or as a skip. It is also expected and greatly appreciated that a parent calls the school PRIOR to a known, excused absence.

II. DEFINITIONS/ CONSEQUENCES/ PROCEDURES

There are three basic types of absences:

Excused absences are those approved by student's parent or guardian, such as for an illness. To approve an absence, a student's parent/guardian must call the Attendance Secretary between 7:30 a.m. and 3:30 p.m. or bring in a note. In order to excuse the absence, the student's parent or guardian must make the call or send a note **within 48 hours of the absence. Anything after 48 hours will require a doctor's note.**

Unexcused absences – the following situations constitute absences:

- A. Absences not approved by the student's parent or guardian are unexcused.
- B. If the student leaves the building during the school day without permission from the office, the student will be unexcused.
- C. If the student is in the building, but fails to report to class, the student will be unexcused.

D. If the student misses ten minutes or more of any class without a valid pass it will be counted as an unexcused absence.

E. A “tardy” is any time a student reports to any class less than ten minutes after the second bell without a valid excuse.

Sanctioned /Exempt absences are when the student is not in class because they are participating in a school activity.

Virtual High School Skipping: Students who attend virtual high school will have the responsibility to “log-in” as determined by their instructors. “Not logging in” will be considered the same as skipping a class. Remember, virtual high school is a wonderful opportunity ... but with it comes significant responsibility.

NOTE: In-school restrictions and out of school suspensions are not regarded as absences.

Excused absences- It is your responsibility to request make up work from the teacher and to complete the work in a timely fashion.

Sanctioned/Exempt Absences: There is no penalty for sanctioned absences.

NOTIFICATION OF ABSENCES: After 5 absences or more from any class period, a form letter will be sent to the parents/guardians to inform them of the accumulated absences, with a copy kept in the student’s file.

MAKE-UP WORK: After any excused absence, *a student is responsible for making up all work missed within a reasonable time.* (Two school days for each absence). If not, the student may be given a “zero” for all work missed. Teachers should have specific procedures clearly delineated in their classroom rules.

BUILDING LEAVE: Because we are responsible for the safety and well-being of students, it is **mandatory** that students leaving the building for any reason obtain permission from the office, or the absence will be considered a skip, even if the parent/guardian calls after the fact to excuse the absence. We need to know where our students are at all times – parents and community expect this of the schools.

COLLEGE DAY: Students may take two (2) days during both their junior and senior years to visit colleges they are considering attending, to take a physical examination for the armed forces, or to visit a place of employment for a job interview. Absences that fall into this category will be non-chargeable, provided the student has received previous clearance from the office. In addition, verification from the college, the recruiter, or the employer stating that the student did in fact report for a visit is necessary.

PASS PRIVILEGES – The administration and/or disciplinary-attendance assistant reserves the right to take away pass privileges from students when patterns of behavior or attendance indicate the need for such in order that they may have a successful school year. Students who violate these restrictions will be subject to discipline for insubordination.

TRUANCY: Any absence from class that does not have parent or administrative approval will be considered unexcused or a “skip”, depending on the circumstances. Leaving school without notifying the principal’s office will also be considered a “skip”.

TRUANCY POLICY:

The School will following the following policy if a student incurs either excused absences or unexcused absences as follows

Excused Absences

3 absences in any given class period per semester: School will send warning letter A.

6 absences in any given class period per semester: School will send warning letter B via certified mail or hand delivery and will schedule meeting to sign truancy intervention plan.

10 absences in any given class period per semester: School will contact law enforcement and provide truancy referral form with documentation to law enforcement. School has discretion to waive the policy in extenuating circumstances.

Unexcused Absences

3 absences in any given class period per semester: School will send warning letter A.

5 absences in any given class period per semester: School will send warning letter B via certified mail or hand delivery and will schedule meeting to sign truancy intervention plan.

6 absences in any given class period per semester: School will contact law enforcement and provide truancy referral form with documentation to law enforcement. School has discretion to waive the policy in extenuating circumstances

DISCIPLINE POLICY

Discipline is not an ugly word. In reality, discipline is a personal VALUE. However, as it pertains to school, students sometimes perceive it as something they “have to deal with.” This perception is reality because it is discipline that sustains us in dealing with all of life’s difficult challenges. At the secondary school level, our intention is to make the transition from discipline that implies a punishment to discipline that provides perseverance. Our goal is to work collaboratively with the students, parents, community, and agencies to bring out the true definition and practice of discipline in our students.

In an effort to give students and parents a general idea of what is expected of each student on school property (including school buses and other school transportation) and at school activities, both on West Iron County School property and at events in other areas, we offer these guidelines:

1. Students should involve themselves in the total school program and avail themselves of all school has to offer in the way of curriculum.
2. Students should be prompt in arriving at their assigned places.
3. Students should understand and follow school policies
4. Students should respect the dignity and worth of each individual.
5. Students should respect the right and responsibilities of faculty members as they

- perform their duties.
- 6. Students should respect the rights of fellow students.
- 7. Students should respect the rights and responsibilities of support staff.
- 8. Students should observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance. Students should devote all their energies toward realizing their potential.
- 9. Students should attend school every day, on time.

PURPOSE OF A DISCIPLINE SYSTEM:

An effective disciplinary system will:

- 1. Improve the educational environment for students, teachers, parents, and staff. School should be a safe environment in which to learn and grow.
- 2. Better inform the students of rules and policies.
- 3. Record discipline violations in a systematic way.
- 4. Review itself each year with a willingness to assess changing needs and make adjustments when necessary.

The discipline imposed on a student for violating the student code of conduct may vary depending on the seriousness of the offense, the student’s prior disciplinary history, and other matters deemed pertinent. An administrator may deal with a violation of the student code of conduct with discipline ranging from a conference with the student to making a recommendation of expulsion. The administrator may separately or concurrently refer the student or the incident to the appropriate government authority. In plain English, this means that the matter could be referred to the police if the offense is serious enough.

DISCIPLINARY POWERS / VARIOUS SITUATIONS

- 1. **ADMINISTRATIVE AUTHORITY** -- The school system retains the right to make regular inspections of its property, including school lockers, and under certain circumstances, to conduct special locker searches when reasonable suspicion arises that something of an illegal or dangerous nature, as well as something that violates school rules and procedures, is inside a locker. When practicable, students will be asked to be present when their lockers are searched. A student’s person and /or his or her personal effects (e.g. purse, book bag, etc.) may be searched by building administrators or designees whenever the building administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- 2. **SEARCH AND SEIZURE:** The following rules shall apply to the search of the school property assigned to a specific student (locker, desk, etc. and their seizure of items in his/her possession).
 - A. There must be reasonable cause for school authorities to believe that the possession constitutes a rule violation.
 - B. General searches of school property may be conducted at any time.
 - C. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
 - D. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
 - E. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
 - F. Any section of this document or portion thereof, found by legal counsel to be contrary to law or constitutional rights shall be stricken without effect to the remainder.
- 3. **DUE PROCESS RIGHTS:**
 - A. **Introduction:** The purpose of this information is to provide students with their due process rights: procedures followed concerning suspension and expulsion; and rules, regulations, and procedures which are required of all students.
 - B. **Due Process of Law** is the phrase used to indicate that students have the 5th and 14th amendment rights regarding life, liberty, and property. The school has the responsibility to inform the student concerning procedures of suspension and expulsion and indicate the infractions that can cause this action to be carried out.
 - C. **Length of Suspension: 1 to 5 days** by the Principal or his designee. Due Process Requirements: Informal meeting/hearing with the principal or designee prior to suspension. Student presented with charges and given opportunity to respond. Action may be appealed to the Superintendent.
 - D. **Length of Suspension: 5 to 10 days** by the Principal or his designee. Due Process Requirements: Formal hearing with the principal and teacher or person making charges against the student. Student presented with charges and given opportunity to respond. Student may present own witnesses. Action may be appealed to the Superintendent.
 - E. **Indefinite Suspension:** To next school board meeting. Superintendent suspending upon recommendation of the Principal. Due Process Requirement: Specific notice of charges against student must be given. Student has the right to question members of the professional staff: Student has the right to present witnesses or evidence on his/her behalf. An impartial person must be present to hear the case (someone from the staff not directly affected by the action causing the hearing). Student has the right to have parent or counsel at the hearing. Action may be appealed to the school board.
 - F. **Extended Suspension or Expulsion:** Board of Education; Same Due Process Rights as for the Indefinite Suspension procedure.
 - G. **Suspension for Students on Probation:** Any student on probation with the Iron County Probate Court that is suspended from school must, if facilities are available, serve his/her suspension in the Quiet Room at the Iron County Correctional Facility in Crystal Falls, Michigan, AT HIS/HER PARENT’S EXPENSE. Arrangements will be made among the parents, juvenile officer, and school as to the date and time. Students will be required to have all of their homework for the days they are suspended, along with their sack lunch. PARENTS will have to provide transportation to and from the Courthouse.
- 4. **QUESTIONING OF STUDENTS:**

By police, at the request of school authorities:

 - 1. If a school principal or his designee has requested assistance by a police department to investigate a crime involving his/her school building or his/her students, the police shall have permission to question and/or interrogate a student suspect in school during school hours. The school administrators or the police shall first attempt to notify the parents of the student of the intended questioning. The school principal or his/her designee shall be present during the session.
 - 2. Administrative: If questioning by the police officer is at the request of the school principal for the purpose of enforcing school discipline, or because the health and safety of the student or student body is involved, or the presence in the school building or grounds is of an illegal matter, the police officer may question the student. Although efforts shall be made to notify a parent of the student, questioning may proceed if the parent is unavailable or unwilling to attend.
 - 3. Criminal: If the police or the school principal contemplates criminal prosecution, questioning will not commence until an attempt is made to contact a parent or guardian if the student is a minor. Before questioning, the police officer shall advise the student of the nature of the crime for which he or she is a suspect, and will read him/her the Miranda rights. The school principal shall keep a log as to the procedural steps followed by the police.
 - 4. Ordinarily it should not be necessary for police officers to question student suspects in school during school hours, for unrelated crimes committed outside of school hours or crimes committed in school during school hours for which assistance has not been requested. However, the addition of a Youth Liaison

Officer from the Iron County Sheriff's Department has created a change in the school where the Officer is available to the school. The Youth Liaison Officer is here to provide help and support for the students as well as the staff. This Officer is an integral part of the School atmosphere, and his presence ensures a measure of safety to students and staff in working toward a better environment. Thus, in the daily course of the Liaison Officer's job duties, he may speak informally with students to obtain information about community problems in which students are involved outside of school.

5. If the police deem circumstances necessary to question students at school for crimes committed outside of school during non-school hours, the police department and/or Liaison Officer shall first contact the school principal or his designee regarding the planned session, and inform him/her of the probable cause to investigate within the school. The police officer can commence with the investigation when approval is received. If approval was reasonably withheld, the police may appeal the decision to the Superintendent's office. Upon approval, procedures in paragraphs one and three will be utilized.
6. Administrative: If a student is a suspect or is accused of a crime committed on school property at any time, a school principal may question the student without the presence of parents regardless of the source of information, if breach of school discipline, health, and safety of the students or student body, or presence in the school building or grounds of illegal and unauthorized material is involved.
7. CRIMINAL: If a student is a suspect or is accused of a crime not involving the foregoing, or if the questioning of a particular student is police instigated, or if the questioning of such student by the school principal or his designee may be deemed "state action", the student may be deemed "in custody", and thus a parent shall be notified, with constitutional warnings first being given to the student before a statement is taken. In any event, the voluntary nature of any admission of confession of the student will later have to be established in any criminal prosecution, juvenile court proceeding, or school expulsion proceeding.
8. DISCIPLINARY ACTIONS TO BE TAKEN: Disciplinary action will range from discussion, counseling, written assignments, detention, suspension, and/or expulsion. The action taken will be in the best interest and SAFETY of the student and the student body. Action will be progressively more severe, dependent on the offense and frequency of behavioral problems. There are actions that warrant immediate suspension and recommendation for expulsion (for example, any physical assault on any school personnel). The parent or guardian will be notified any time it becomes necessary to either suspend or expel a student. In addition, there are certain violations for which the administration has provided specific discipline; these are listed in the disciplinary code.

BOARD POLICY ON SUSPENSIONS AND EXPULSION (Policy 5610)

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education.

For purposes of this policy, a "suspension" shall be the short term (not more than ten days) or long-term exclusion of a student from a regular District program.

Such suspension may take place within as well as outside the District facilities.

"Expulsion" shall be the permanent exclusion of a student from the schools of this District. No student below the age of sixteen should be expelled without notification of expulsion being given to the juvenile division of the Probate Court.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be given a short-term suspension by the Superintendent or the Principal. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

The Superintendent may recommend to the Board a long-term suspension or that a student be expelled. In all cases, appropriate due process rights described in Policy 5611 must be observed.

The Superintendent shall develop administrative guidelines to implement this policy which shall include:

- a. Strategies for providing special assistance to students who are in danger of being expelled and are not achieving the academic outcomes of the District's core curriculum;
- b. Promulgation of standards of behavior to all students in accordance with Board policy on student discipline;
- c. Procedures that ensure due process;
- d. Provision for make-up work at home, when appropriate;
- e. A provision that any student who brings a firearm to school is to be expelled for at least one year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident;
- f. Regulations regarding student records which require that:
 1. All records of suspension be expunged if a student is found innocent of charges made against him/her;
 2. Records of disciplinary suspension be expunged in accordance with Board policy on student records.

IN-SCHOOL SUSPENSION (Board Policy 5610.02)

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of this option is dependent upon the financial ability of the Board of Education to support such a program.

In school suspension will only be offered at the discretion of the principal for offenses found in the Student Code of Conduct.

DUE PROCESS RIGHTS FOR SUSPENSION AND EXPULSION (Policy 5611)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. Students subject to short-term suspension – A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.
- B. Students subject to long-term suspension and expulsion – A student and his/her parent must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will

provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and parents.

**** Rationale for Suspensions and Student/School Responsibilities –**

Purpose/Rationale – These guidelines are instituted with the expressed intent of instilling in students a sense of responsibility for their academic requirements while they serve a suspension from school. Further, these requirements will foster in students a deepened understanding of the fact that behaviors which hinder the teaching and learning environment, in and of themselves, are detrimental to the students who exhibit these behaviors. Students involved with these behaviors should not be given an unfair advantage in the completion of make-up work – unfair to students who choose to follow the rules -- for attainment of full credit. Although the purpose of this section is not to punish students, it is to impart in students a keen awareness that the teaching/learning environment of a classroom can never be replicated outside of that setting, and that students who choose – through their behavior -- to be removed from that environment must take additional steps to achieve credit for work that others are completing in the proper school setting at the times provided. In short, the high school's objectives are to:

- Provide a fair system for make-up work completion
- Offer clear, navigable avenues for achieving full credit
- Illustrate to students that if they are not in class, they may have to participate in other activities in order to achieve credit
- Instill in students a belief that proper, institutional behavior is a must in an educational setting
- Foster the development of good work habits and collaborative, collegial behavior in students so that these behaviors can be transferred to the workplace upon graduation
- Provide an equitable, fair, and defensible system for maintaining the integrity of our classroom teaching/learning environment and the teaching and learning therein

Students on suspension, in order to receive full and/or partial credit for work missed and/or assigned during that suspension, must do the following:

1. Seek out and log missing assignments during or after suspension, within school guidelines and at the teachers' convenience. For suspensions of less than 3 days, students may contact the teacher upon their return or before ... but in any event, they must request assignments by the close of their first day back in school. For suspensions of 3 days or more, students must contact the teacher within two days of the suspension's outset, then the student must contact the teacher every other day – turn in the work that has been assigned to that point – then obtain assignments for the next couple of days. Again, the student **MUST** contact the teacher at least every other day and must complete the originally assigned assignments before asking for subsequent assignments. Students who do not complete their assignments in a timely fashion -- by the next date in which they are to stop by and initiate contact again (every other day) -- may lose credit for subsequent assignments. To be clear and to state again -- students should not expect to get any credit for "later" assignments if they have not completed and submitted the "original or previous" assignments which were required to be submitted before new assignments were issued.
2. Take responsibility for the initiation of all communications with their teachers through phone contacts, notes in their mailboxes, etc. Students who do not hear from teachers within one day of leaving a note must stop by the school with administrative permission and attempt to initiate contact again. The burden of responsibility is on the student.
3. Complete their assignments within the guidelines and timelines established by the teacher for the completion of the assignment.

Teachers will then analyze the assignments and will issue grades, taking into consideration the following:

- a. Teachers who issue positive attendance/participation points may deduct these points from students' scores if a clear, equitable, and coherent procedure is outlined in their classroom rules. They may also allow students an opportunity to make-up these point values.
- b. Teachers who wish to deduct attendance/participation points, but who do not normally factor these into grades, may do so if they offer students an opportunity to buy-back these points through enrichment activities. Teachers may then analyze the enrichment activities for points awarded.

ACADEMIC INTEGRITY POLICY

Academic integrity is directly related to the central values of teaching, learning, and integrity in the West Iron County Middle/High School mission and expectations for student learning.

Cheating, plagiarism, and other dishonest behaviors undermine the integrity and credibility of the academic program. Therefore students are expected to refrain from all types of cheating including allowing others to cheat from them. Participation in acts of cheating is considered a serious academic offense. Assignments and tests are required to evaluate each student's individual progress and to supplement material covered during class time, and as such should reflect each student's own effort.

Statement of Policy

While particular instances such as group projects and study groups may call for collaborative learning to better understand and appreciate course material, submitting any work other than one's own is never permitted.

Cheating is a very serious academic offense that can take a number of forms, including, but not limited to:

- The use of unauthorized books, notes, electronic aids, or other materials in an examination.
- Copying from another student's test or knowingly permitting another student to copy during a test.
- The use of any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Obtaining an examination ahead of its authorized release.
- Acting dishonestly in any way, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment.
- Copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Deliberate plagiarism (see below for complete definition)

- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take home test for which credit is given.
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- Submitting the same or similar work on more than one occasion or in more than one class.
- Unauthorized collusion, i.e. either aiding or obtaining aid or actual work, from another student, any other person, or any printed or electronic sources, where such aid is not explicitly required in the assignment.

Plagiarism is the act of presenting as your own, the words, musical or artistic composition, computer program, data, or the work of someone else, whether published or not, and presenting it as one's own original composition or work without proper acknowledgment. This includes:

Direct copying of text from a book, article, fellow student's work, notes, or electronic source, including inappropriate use of electronic/internet translators without enclosing the material in quotation marks and indicating the source.

Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.

Submitting papers from the Internet written by someone else as one's own.

Claiming individual ideas derived from a book, article, electronic source, fellow students' work, etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas, even if you have abstracted, summarized, or paraphrased the material.

Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

Disciplinary Procedures/Consequences

Violations of the cheating/plagiarism policy are cumulative over the course of the student's West Iron County Middle/High School career. Decisions at each level may be appealed to the principal/designee. *Consequences may include:*

- **1st Offense:** No credit for the work. Disciplinary referral sent to the administrator. Parent or guardian contacted by the teacher.
- **2nd Offense:** No credit for the work and a one day in-school suspension. Disciplinary referral sent to the administrator. Parent or guardian contacted by the teacher.
- **3rd Offense:** No credit for the work, one to three day(s) of in-school suspension, and removal from all student activity leadership positions. Student may be also placed on social probation and removed from all activities in which they represent West Iron County Middle/High School. Disciplinary referral sent to the administrator. Parent or guardian contacted by the teacher and/or administrator.
- **Subsequent Offenses:** Failing grade for the semester in the class. Disciplinary referral sent to the administrator. Parent or guardian contacted by the teacher and/or administrator.

Resources for Students & Parents

Your child's classroom teacher is the most appropriate and best resource to prevent cheating or plagiarism. West Iron County Middle and High School English Department can provide supporting materials and guidance. WICHMS encourage exploration of the following online source: Purdue University's OWL resource at <http://owl.english.purdue.edu/owl/resource/619/01/>

The Use of "plagiarismchecker.com"

Some staff use an online plagiarism detection service to ensure academic integrity. The service provided at plagiarismchecker.com allows teachers to compare student work to a database of millions of documents (an authenticity report is generated for each submitted piece of work). For further information, see <http://www.plagiarismchecker.com/>.

BEHAVIORS AND CONSEQUENCES

1. Alcohol, Drugs, etc.:

Possession, use, under the influence of, or transfer of drugs, alcoholic beverages, or other substances which produce abnormal behavior during the school day or at school related activities. This includes controlled substances and prescription drugs that are not the property of the user or are not intended for distribution in the school community to others.

1st Offense: Out of school suspension 3-10 days, conference with parent/guardian, immediate court contact.

2nd offense: Indefinite suspension and recommendation for hearing with Board of Education for possible expulsion.

Prescription drugs with valid student prescriptions, and non-prescription drugs such as Tylenol or aspirin, are to be brought in to the school by the parent only, to be kept in the safe in the office and dispensed by Office Staff. Bringing in prescription or non-prescription drugs for medical use by students who do not intend to sell them or otherwise endanger other students, will be dealt with in the following fashion:

1st Offense: Confiscation and verbal warning.

2. Arson:

The willful and malicious burning of, or attempt to burn, any building, part of any building, structure, or property.

1st offense: OSS, ten days, Police and parent contacted, Board of Education hearing, possible expulsion.

2nd offense and beyond: progressive disciplinary action.

3. Assault or Threats of Violence on Staff:

These acts will not be tolerated. The consequences for these are: Automatic indefinite suspension, the police will be contacted, and the Board of Education will be advised, with a hearing possibly taking place for potential expulsion.

4. Bomb Threats:

1st offense: Recommended Expulsion.

5. Cheating:

Cheating will not be tolerated. Any intentional act of fraudulent deception will be considered cheating. This will pertain to schoolwork (e.g. plagiarism).

1st Offense: Parents called and failing grade.

2nd Offense: ISS, 1-2 days and failing grade, possible loss of credit for course, parental conference required.

3rd Offense: Loss of credit as above, parental conference

required, OSS 1-5 days, and counseling suggested.

6. **Computer Misuse:**

Computer misuse is in part defined in the District Policy on Networked Resources enclosed in this handbook. Computer misuse may also be considered physical damage to computer equipment and non-educational use of the computer systems and the network. Recommended consequences for computer misuse follow; however, depending on the nature of the offense more serious consequences may be implemented as well as contact with law enforcement:

1st Offense: ISS and loss of computer and/or network privileges for one week.

2nd Offense: Suspension from school and loss of computer and/or network privileges for one month.

3rd Offense: Suspension from school and loss of computer and/or network privileges for one calendar year.

7. **Dangerous Weapons:**

Possessing or Using Weapons:

Mandatory Expulsion:

Policy Statement:

District students who possess a dangerous weapon in a weapon-free school zone, or who commit arson or rape in a public school or on public school grounds, shall be permanently expelled from this District and all Michigan public schools in accordance with applicable law.

Definitions:

A dangerous weapon is any object defined as a dangerous weapon by State or Federal law; a gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device (switchblade), iron bar, or brass knuckles. In addition, a firearm, as defined by Federal law, is prohibited. A weapon free school zone includes all public and private K-12 school buildings, school grounds, and school vehicles used to transport K-12 students. Arson and rape are also defined in the Michigan Criminal Codes.

Exceptions:

A student who possesses a dangerous weapon in a weapon-free school zone shall be permanently expelled, subject to possible reinstatement, unless the student can prove by clear and convincing evidence at least one of the following:

- A. The alleged dangerous weapon was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- B. The student did not knowingly possess the weapon.
- C. The student did not know or have reason to know that the object was a dangerous weapon.
- D. The student possessed the weapon at the suggestion, request, or direction of school administrators or police authorities, or the student had the expressed permission of school administrators or police authorities to possess the weapon.

There are **no exceptions** for students who commit arson or rape in school or on school grounds.

School Records:

The District will enter the fact of the expulsion in the educational records of students who are expelled under this policy.

Alternative Placement:

Students expelled under this policy may not attend a regular West Iron County program and are expelled from all public schools in the State of Michigan. However, such students may be enrolled in an appropriate program at the discretion of the district, if it operates or participates in the program. Such a program must be operated in facilities and at times separate from the general student population. The District is not obligated to provide an alternative program.

Denial of Enrollment:

Students expelled from any public school in Michigan for the reasons described in this policy shall not be enrolled in West Iron County unless the student is eligible for reinstatement and the West Iron County Board approves the enrollment after the procedure described below is completed. The Board may deny enrollment, offer conditional enrollment, or grant unconditional enrollment, in its sole discretion.

Possible Reinstatement:

Students expelled from West Iron County or other public schools for the reasons described in this policy are eligible for reinstatement depending on their grade level and the duration of expulsion. For students who are eighteen (18) or emancipated, their parents/guardians may petition the expelling school district for reinstatement when they become eligible for reinstatement. If denied, students may petition another district for reinstatement. Students who are in grades 5 and below at the time of expulsion may petition for reinstatement any time after sixty (60) school days of expulsion, but may not be reinstated until after ninety (90) school days of expulsion.

Students who are in grades 6 or above at the time of the expulsion may petition for reinstatement any time after 150 school days of expulsion, but may not be reinstated until after 180 days of school expulsion. The Board and administration are not required to provide any assistance in preparing the petition for reinstatement. However, upon request, a form for petition will be provided.

Procedure for Possible Reinstatement:

A. Filing the Petition:

When an expelled student is eligible to petition for reinstatement, the student, if eighteen (18) or emancipated, or the student's parents or guardians may file a petition for reinstatement on a form provided by the Board. The petition should be filed with the Superintendent and should contain any supporting information the petitioner believes is relevant. The petitioner may include proposed conditions for reinstatement.

B. Appointing a Committee:

Not later than ten (10) days after receipt of the petition, the Board will appoint a committee to review the petition and any supporting information. The committee shall consist of two (2) School Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student in the District. The Superintendent may prepare relevant information for the committee to consider.

C. Committee Recommendations:

Not later than ten (10) days after the committee is appointed, the committee shall make a written recommendation to the Board regarding the petition for reinstatement. The recommendation shall be for conditional reinstatement, for unconditional reinstatement, or against reinstatement. The recommendation shall consist of the following factors:

1. The extent to which reinstatement would create risks of harm to students or school personnel.
2. The extent to which reinstatement would create individual or District ability.
3. The age and maturity of the student.
4. The student's record before the expulsion.
5. The student's attitude concerning the incident that gave rise to the expulsion.

6. The student's behavior after the expulsion and the prospects for redemption.
7. The degree of cooperation the student receives from any participating parent or guardian, including receptivity towards any conditions on reinstatement.

The recommendation of the committee shall contain an explanation for the recommendation and any recommended conditions.

D. Board Decision:

Not later than the next regularly scheduled Board meeting after receipt of the committee recommendation, the Board shall decide the petition for reinstatement. The Board shall either grant the petition conditionally or unconditionally, or deny it. The Board may require an agreement in writing upon a conditional reinstatement. Such conditions may include but are not limited to a behavior contract; participation in an anger management program or other appropriate counseling; periodic progress reviews; specific consequences for violation of conditions. The Board's decision is final.

E. Other Expulsions (Optional):

Student expelled for behaviors other than the behaviors that are the subject of this policy may petition the Board for reinstatement using the procedure described in this section. Such petitions may be filed any time after the expiration of sixty (60) days of expulsion.

Referrals:

As required by law, within three (3) days after a student is expelled under this policy, the District shall notify either the Iron County FIA or the Iron County Community Mental Health (Northpointe) of the expulsion. The student, if eighteen (18) or emancipated, or the student's parent/guardian shall be notified of the referral. In addition, the District shall notify appropriate law enforcement officials when a student possesses a dangerous weapon in a weapon-free school zone.

Prior Policies/Practices:

This policy supersedes any prior policies and/or practices with respect to student discipline for the student behaviors described in this policy. As stated in the student handbook, students are also subject to expulsion in addition to the behaviors described here.

Reporting:

The District will comply with all reporting and other requirements of the Federal Gun-Free Schools Act and Michigan Public Act 328.

8. **Displays of Affection:** Student relationships; No overt physical familiarity in any form is permissible. Affectionate displays, improper touching, excessive holding, or kissing will be automatic violations of this rule. Upon occasion, holding hands is permissible.

- 1st Offense: Warning and/or Suspension as necessary.
- 2nd Offense: Detention 1 hour or suspension as necessary, call to parent.
- 3rd Offense: Detention 3 hours, suspension if necessary and parental conference.
- 4th Offense and beyond: ISS as necessary with parental and possible Board involvement.

9. **Demonstrations, Sit-ins, and Walk-outs:** Any action by a student group that causes them to miss class, causes others to miss class, or disrupts normal school function in any way.

- 1st Offense: ISS for 1-3 days for each student involved, and possible conference with parent/guardian.
- 2nd Offense: In School suspension for each student involved, three to five days, and possible conference with parent/guardian.
- 3rd Offense: Out of School Suspension seven days, and recommendation for hearing with the Board of Education.

10. **Disrespect:** Discourteous behavior, snide remarks, dirty looks, non-cooperation with staff and administrators, insubordination, insolence, walking away from a staff member or administrator, ignoring reasonable requests from staff or administration (defiance of authority), not standing for the school fight song, and any other behavior that is disrespectful to others.

- 1st Offense: In School suspension as necessary.
- 2nd Offense: In school suspension as necessary. Parent contacted.
- 3rd Offense: Out of school suspension for three days, parent conference.

11. **Disturbing Class or Other Pupils:** Teachers will exhaust all reasonable efforts in the classroom before referring students to the office UNLESS blatant disrespect or behavior threatens safety and order in the classroom. Once a referral is made, the following will result:

- 1st Offense: In school suspension as necessary.
- 2nd Offense: In school suspension for 1-2 days, call to parent/guardian.
- 3rd Offense: Out of school suspension for 1-3 days, parent conference.
- 4th offense: Three to five-day suspension, conference with parent, possible school board hearing.

Blatant disturbances of a severe nature may result in more serious consequences.

12. **Dress Code Violations:**

- 1st Offense: Warning and an immediate change of clothes, and/or time in the office until an alternative is brought in. Hats may be confiscated without return or reimbursement.
- 2nd Offense: In school suspension, with same change of clothes, etc, and/or suspension as necessary
- 3rd Offense: ISS, 1 to 3 days, conference with parent.
- 4th Offense: Indefinite suspension with possible board hearing.

13. **Electronic Devices:**

Cell phones or Electronic Devices shall not be used during the school day, unless permission is given by staff member or it is IEP'd. They shall remain in ones locker during classes. Use on school grounds, shall be permitted before and after school and during students' lunch period. Violation of this policy may result in disciplinary action against the student and may result in confiscation of the cell phone or electronic.

- 1st Offense: Teacher confiscates the device for the class hour. Student may retrieve it at the end of the hour.
- 2nd Offense: The device must be turned into the office and cannot be picked until the end of the school day.
- 3rd Offense: The device must be turned into the office, parents/guardians are notified and only parents/guardians may pick up from the office.
- 4th Offense: The device must be turned into the office, parents/guardians are notified and only parents/guardians may pick up from the office. Upon the discretion of the principal a 1 day ISS or OSS will be given. From that point on the student may be asked to turn the device into the office at the beginning of each day, if they should decide to continue to bring them to school.

The student who possesses an electronic device shall assume responsibility and care for it. At no time shall the district be responsible for preventing theft, loss or damage to the electronic devise brought onto the property.

Students should refrain from taking pictures, videos or audio recordings of other students, school staff or personnel without their permission. UNDER NO CIRCUMSTANCES will students be allowed to take pictures, videos or audio recordings in the locker-rooms or bathrooms. See general harassment or indecency for consequences.

Students are encouraged to be present throughout the school day and to refrain from using social media during school hours. If a student decides to use social media during school hours and practices obscene/profane behavior, general harassment, indecency, or bullying on social media, the equated consequences will apply.

14. **Extortion:**

The act of borrowing or attempting to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

1st Offense: Suspension, 3 days

2nd Offense: Suspension, 5 to 10 days, conference with parent.

3rd Offense: Indefinite suspension, Board hearing.

15. **False Alarms:**

False fire alarms, or any false alarm. Michigan State Law penalties for false fire alarms are up to one year in jail and/or a 500.00 fine. This includes bomb threats.

1st Offense: Police contacted, parent conference, three day suspension, and possible Board hearing for expulsion.

2nd Offense: Recommended expulsion.

16. **Fighting:**

The act of quarreling involving bodily contact in or on

school property, or going to or from school, including any activity under school sponsorship (i.e. dance, athletic event, etc.). Pushing and shoving will be considered fighting, as well as will punching, kicking, hair pulling, and other forms of unwarranted, destructive physical contact.

1st Offense: Automatic suspension as seen fit by principal or designee, parent contacted, police contacted.

2nd Offense: 5 to 10 day suspension, conference with parent and police.

3rd Offense: Indefinite suspension, conference with parent and police, possible Board hearing.

17. **Forgery:**

The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

1st Offense: Suspension, one day, and call to parent.

2nd Offense: Suspension, three to five days, conference with parent, possible police involvement.

3rd Offense: Indefinite suspension, possible Board hearing.

18. **Gambling:**

Wagering of any kind.

1st Offense: Student warning.

2nd Offense: In school suspension 1-3 days.

3rd Offense: In school suspension 3-5 days, possible police and parent contact.

19. **Gang Affiliation:**

Students may not wear, possess, or display any items, engage in any communication, or engage in any manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes, symbolizes, or supports membership or recognition of a gang/cult/non-sanctioned organization.

1st Offense: Suspension as necessary.

2nd Offense: 3 to 5 day suspension, call to parent.

3rd Offense: 4 to 5-day suspension, call to parent and appropriate agency.

4th Offense: Indefinite suspension, Hearing with Board.

20. **General Harassment:**

Of any kind (e.g. sexual, ethnic, gender, etc.) or in any fashion (e.g. physical, verbal, written) to any staff, student, or administrator. Michigan State law prohibits this behavior, and appropriate consequences in accordance with State Law will be followed.

1st Offense: In school suspension 1-3 days, police may be contacted.

2nd Offense: Out of school suspension, 3 to 5 days, police contact.

3rd Offense: Indefinite suspension, Discipline committee referral, Board hearing.

21. **Gross Misbehavior:**

The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, gross defiance or disrespect to a staff member on or off campus, or the act of threats to staff members or other students.

1st Offense: Suspension, 3 to 5 days or beyond, and possible police contact depending on the offense.

2nd Offense: Suspension, 5 to 10 days or beyond, conference with parent, possible police contact

3rd Offense: Indefinite suspension, possible Board hearing and police contact.

22. **Hats in the Building:**

Hats are taken off when entering the building.

1st Offense: Warning

2nd Offense: Hat confiscated

3rd Offense: Hat confiscated, In school suspension.

23. **Hazing:**

To harass by abusive and humiliating tricks, such as initiation. This will include de-pantsing.

1st Offense: In school suspension 1-3 days, police contact possible depending on nature of offense, parent contact.

2nd Offense: Suspension, 3 to 5 days, parent conference, possible police contact.

3rd Offense: Suspension, 5 to 10 days, parent conference, police contact.

4th Offense: Indefinite suspension, possible Board hearing.

24. **Indecency:**

The act of offending against recognized standards of propriety or good taste, including the use of vulgar language.

1st Offense: In school suspension 1-2 days.

2nd Offense: Suspension, 2 to 5 days, parent contacted.

3rd Offense: Suspension, 5 to 10 days, parent conference, possible referral to counseling.

4th Offense: And beyond, Indefinite suspension, possible Board hearing.

25. **Littering/Spitting:**

On school property, including school vehicles, will not be tolerated. This includes throwing/leaving garbage, spraying material (such as shaving cream), and spitting anything.

1st Offense: In school suspension and/or custodial alternative at the administrator's discretion.

2nd Offense: Out of school suspension one day, and/or custodial alternative.

- 3rd Offense: Suspension, two days, and/or custodial alternative.
 4th Offense: Discretionary Suspension.
26. **Loitering/Trespassing:**
 Illegal or unauthorized intrusion in school buildings or on school grounds, and/or any person (including one who has been suspended or expelled) who cannot or will not prove that he/she has a right to be in the building or on school grounds. Police may be notified to remove the person.
 1st Offense: Possible police contact, parental contact, In school suspension 1-3 days.
 2nd Offense: Possible police contact, parent contact, suspension 3 to 5 days.
 3rd Offense: Indefinite suspension, possible Board hearing.
27. **Non-Cooperation with Teaching Staff, Building Staff, or Administrators:**
 Including insubordination, insolence, and disruptive behavior in the school building, on school grounds, and at school functions, which may be other than school grounds.
 1st Offense: In school suspension 1-3 days. Police could be contacted depending on the offense.
 2nd Offense: Suspension, three to five days, and conference with parent, possible police involvement.
 3rd Offense: Suspension, five to ten days, parent conference, possible police.
 4th Offense: Possible indefinite suspension, and Board hearing for possible expulsion.
28. **Obscene/Profane Behavior:**
 (Sexual Harassment may be included here in some cases) Behavior that is offensive to others as far as modesty and decency. Violations of this nature will be handled initially with a conference with student(s), teacher(s), parent(s), Principal, and any other involved persons, including the police. Disciplinary action will include but will not be limited to Saturday School, suspension, expulsion, and referral to Court ... possibly even for the first offense if the administration deems it necessary.
29. **Off-Campus Behavior:**
 Behavior that is meant to be offensive to any teacher, administrator, staff member, Board member, or student that is related to a school event or happening, or has its origins in the school community. Violations of this nature will be handled initially with an investigatory conference with the student, offended staff or student, Principal or his/her designee, and parents and will also be subject to disciplinary action which may include, but is not limited to -- Saturday School, suspension, and/or possible referral to authorities, depending on the nature of the offensive behavior.
30. **Paraphernalia:**
 Drug paraphernalia, or other paraphernalia which could be used for the ingestion of drugs, illicit substances, or alcohol, is not allowed on school property or at school events. Possession of such materials by students may lead to a 10 day suspension from school.
31. **Rape:**
 See Weapons-Free Schools Act.
32. **Robbery/Burglary:**
 Entering a school building or any vehicle on school property without permission and for illegal or illicit purposes.
 1st Offense: Indefinite suspension, police contact, parent conference, and possible Board hearing for Expulsion.
33. **Stalking:**
 The act of spying, harassing, peeping, following, or otherwise committing unwelcome contact by phone, in person, on the computer, or in any other way, a student, staff member, or administrator.
 1st Offense and beyond: Automatic police contact, Indefinite suspension, possible Board hearing for expulsion.
34. **Snowballing:**
 Or throwing any objects inside the school or outside the school. There will be no snowballing or throwing any objects on school property or where students congregate for school functions and transportation.
 1st Offense: In school suspension 1 day.
 2nd Offense: Suspension, one day.
 3rd offense: Suspension, three to five days.
 4th Offense: Suspension, indefinite, and recommendation for a hearing with the Board of Education for possible expulsion.
35. **Tardies**
 See the attendance policy for consequences.
36. **Theft:**
 Theft will result in immediate suspension from school, at the discretion of the administration ... plus police/court contact, restitution, and filing of charges.
37. **Tobacco**
 Smoking or possessing on school property, during school hours, or at school events.
 1st Offense: 1-2 day suspension, possible referral to court.
 2nd Offense: 1-3 day suspension, possible referral to court.
 3rd Offense and beyond: Three to five day suspension, possible referral to court.
38. **Truancy:**
 See the section on Attendance.
39. **Unauthorized Use of Motor Vehicles:**
 No vehicles will be driven to and from the Vocational School in Kingsford or to the Building Trades projects without written consent from the vocational coordinator or the Principal or his/her designee. Please see section on parking privileges and consequences for driving offenses which fall outside of this particular category as noted here.
 1st Offense: In school suspension 1 day.
 2nd Offense: Suspension, one day or two days.
 3rd Offense: Suspension, three to five days, parent conference.
 4th Offense: Indefinite suspension, and recommendation for hearing with the Board of Education.
40. **Unsafe Conditions:**
 Students are not to carry out any act which leads to unsafe or unsanitary conditions to themselves or to other students or school personnel.
 1st Offense: In school suspension 1-3 days.
 2nd Offense: Suspension, two days. Call to parent.
 3rd Offense: Suspension, three to five days, parent conference.
 4th Offense: Indefinite suspension, parent conference, possible recommendation to counseling or proper authorities, and possible board hearing.
41. **Vandalism:**
 The act of willful destruction of school property or property belonging to another or others.
 1st Offense: One to five-day suspension, parent contacted, and pay for damages. Possible Police involvement.
 2nd Offense: Three to ten-day suspension, parent conference, and pay for damages. Possible Police involvement.
 3rd Offense: Indefinite suspension, payment for damages, possible Board hearing for expulsion.
42. **Weapons:**
 No knives of any length are allowed in school. Students bring in any knives to school – even pocket knives or jack knives – will be subject to suspension of a minimum of one day. Other articles that can be reasonably defined, either by their appearance and/or function, as weapons will be considered “weapons” under

school policy, and the person in possession will be dealt with accordingly. B. B. guns, paint guns, and other devices capable of projecting a dangerous projectile, may be considered "dangerous weapons," and students found in possession or in control of such items may be disciplined by the high school in the same manner as is called for in the Gun Free Schools Act, or may be suspended under the dangerous weapons clause of the handbook, or under the Gross Misbehavior section of the handbook. Knives and other sharp objects, capable of inflicting bodily harm ... if used in a threatening or harmful manner, may merit disciplinary action, up to and including expulsion from school, even if under 3 inches in length.

43. **Bullying:**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.



INTERSCHOLASTIC SPORTS and EXTRACURRICULAR ACTIVITIES

Applicability- This policy applies to West Iron County students starting with their promotion into the 8th grade and ending with the completion of their senior year. This policy will be enforced 24 hours a day, 7 days a week, 365 days a year. This policy shall apply to all extra- curricular activities, not just sports. Involvement in such activities is a privilege and can be denied to any students who do not live up to the rules of the Athletic Code of Conduct.

Students who wish to participate in and be eligible for committees, courts (Homecoming Court, etc.), or any other extra-curricular activities and/or honors are held to the same standards of behavior, as are our school athletes. Violating the athletic code of conduct may prevent students from receiving awards or recognitions.

Interscholastic Programs

1. Football – Varsity, Junior Varsity
2. Basketball – Varsity, Junior Varsity – Boys and Girls
3. Track – Boys and Girls
4. Golf – Boys and Girls
5. Tennis – Boys and Girls
6. Wrestling – Varsity and Junior Varsity
7. Cross-Country – Boys and Girls
8. Volleyball- Varsity, Junior Varsity

Consent of Participation- As a condition of participating in any phase of the district's interscholastic/extracurricular programs, each athlete and his/her custodial parent or custodian must consent to such participation in accordance with the provisions of this Code, by completing and filing with the high school office the Handbook/ Planner Obligation Form which accompanies the student handbook. Such consent shall be deemed valid for a period of one year.

As participants in athletics, athletes and parents need to realize that coaches make judgments based on what they believe to be the best for all students involved. Each Coach or Advisor is afforded the capacity to make their own set of rules for that specific sport in accordance with both MHSAA guidelines and the West Iron County School District's Athletic Code of Conduct. The Coach's rules may go above and beyond any minimum requirement set by the MHSAA or the school. There are certain things parents can and should discuss with their child's coach. Other things must be left to the discretion of the coach. Items such as playing time, team strategy, and play calling are inappropriate topics to discuss with the coach. There are situations that may require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position.

After first discussing the situation with their son/daughter, parents should call to set up an appointment with the coach. The coach should not be confronted before, during, or after the contest. These can be emotional times for both and a meeting could be counterproductive. The "24 hour rule" should be used. Both parties can discuss the situation in a more controlled manner after this period of time has passed. If a parent does not believe a solution has been reached, they should contact the Athletic Director. If they are still not satisfied, they could contact the principal or as a last resort, the superintendent.

A. Eligibility -- MHSAA

1. Michigan High School Athletic Association Rules:

- a. An athlete must have been enrolled in high school not later than Monday of the fourth (4th) week of the present semester.
- b. An athlete must be under 19 years of age and only 19 if his/her birthday occurs on or after September 1st of that year.
- c. An athlete must have no more than four seasons of competition in a sport.
- d. An athlete must not be enrolled for more than eight (8) semesters with the 7th and 8th being consecutive.
- e. An athlete must **not** be a high school graduate.
- f. An athlete must have received at least *20 credit hours* for work taken during his or her last regular semester of enrollment. An athlete must be carrying successfully at least *20 credit hours* of work during the present semester. *A full time student at West Iron County High School meets these requirements, although we define our "credit hours" differently.*
- g. An athlete must **not accept** any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed \$25.00.
- h. An athlete must **not accept** any money or other valuable merchandise for participating in any form of athletics, sports, games, or for officiating in interscholastic athletic contests.
- i. Any student participating in interscholastic athletics is required to have a physical examination.

Clarifications and penalties for infractions of these rules can be found in the Michigan High School Athletic Rule Book in the high school office.

2. West Iron County High School Rules:
 - a. A student must be passing at least five (5) semester hours of credit to participate in an interscholastic sport.
 - b. All athletes will follow West Iron County High School Training Rules (following pages).

West Iron Academic Eligibility -- Regulations and Procedures

1. A Student must be passing 66% of a full credit load, or 5 out of 7 classes per the MHSAA Handbook.
2. A Student must have passed 66% of their classes, or 5 out of 7 per MHSAA Handbook, during the preceding semester. Exception would be for 1st Semester of a Student's Freshman year.
3. Students failing 1 class at grade check or end of term must report to all morning tutoring sessions to remain game eligible. If a student misses or attends late, they must remain ineligible until the student is receiving a passing grade in the class.
4. Students failing 2 or more classes at grade check time or at the end of the term will be ineligible for 1 week, a grade check will happen the following week to see if the student's grades have improved. They should also attend morning tutoring sessions.
5. Grade checks will be done at the midpoint of each term and at the end of each term/ semester.
6. Exceptions will be made for those students who are not capable of achieving, academically, at these standards. Each case will be looked at and exceptions may be made.
7. The academic eligibility policy, regulations, and procedures will be subject to an annual review, prior to the semester break of the succeeding school year.

*All School-Sanctioned Extracurricular Activities
are covered by these Regulations*

Adopted: July 20, 2009

INTERSCHOLASTIC TRAINING RULES

A well-conditioned mind in a well-conditioned body is an unbeatable combination. A proper mental attitude just doesn't appear; rather, it is something planned, developed, nurtured, and built to a point where it becomes an asset ready to play an important part in the athlete's overall personality. Perhaps the most important factor in developing a proper mental attitude is for squad members to accept discipline in its various forms. Discipline learned during the day and at the practice area will carry over and produce discipline under stress in a game. Reporting to practice on time, general good conduct throughout the school day, following instruction, keeping training rules, and maintaining a proper diet are a few of the attitudes necessary for the development of discipline.

School Objectives for the athletic program are:

1. To provide an educationally sound, student centered program that integrates well with the total educational program of the school.
2. To provide an opportunity for interscholastic athletic competition.
3. To develop a good team spirit and discipline.
4. To promote a winning spirit and an ability to compete with schools of a similar size and classification.
5. To develop the athlete to the best of his/her ability.
6. To develop leadership qualities.
7. To make the athletic program a source of pride for the school, as well as the community.

An athlete should be a leader in his school and community. Others often follow him as an example. With this responsibility, it is necessary to have some well-defined rules to insure that the example given will be a good one. Conduct on and off the field, in season and out of season, should bring credit to the athlete, his school, and his community.

1. The contest demands that the athlete:
 - a. Play fair at all times.
 - b. Demonstrate good sportsmanship to opponents and spectators at all times.
 - c. Play for the joy of participation and the success of the team.
 - d. Play hard to the end.
 - e. Respect the officials and expect them to enforce the rules.
 - f. Not "grandstand", quit, cheats, or bet.

2. The school demands of the athlete:
 - a. Out-of-School and out-of-town conduct is of the highest type.
 - b. Faithful completion of schoolwork as evidence of loyalty to the team and the school.
 - c. Complete observance of the training rules as a duty to the school, to the team, and to himself/herself.
 - d. Good sportsmanship toward visiting teams, officials, and spectators.

Though there are many attitudes that are desirable in the development of young athletes, a few are of such importance that special emphasis must be placed on them. The following rules and regulations are those which fit in that category and which no member of the athletic squad can disregard without hurting him and the team.

A. PRACTICE

1. An athlete must be on time.
2. All excuses from practice must be made in advance to the coach or principal.
3. If an athlete is injured or ill, but in school, he/she must attend practice in street clothes
4. Attendance is required at all practice sessions unless otherwise notified.
5. Horseplay will not be tolerated.

B. CURFEW

1. Regular: Coaches will set all rules, with approval of the Athletic Director, pertaining to curfews.
2. Day Preceding Game: Same as above.

C. PHYSICALS

All athletes must have evidence, on file with the Athletic Director's Office, of a current physical by a licensed physician indicating that they are physically suited for athletic competition. Without this evidence on file, the athlete will not practice or participate in any athletic competition. No exceptions will be granted. In cases of serious injury, extended illness, or suspension, District officials may require an athlete to be re-examined by a physician, and submit to all reasonable medical tests, including drug tests, and to provide a new physical examination record or clearance from a physician before being allowed to further participate in the District's interscholastic/extracurricular programs.

D. GENERAL CONDUCT:

The general conduct of a West Iron County Athlete must be exemplary at all times. An all-out effort aimed at the successful result is expected of all athletes whether they are at home, at work, in the classroom, or participating in an athletic activity.

E. GROOMING AND APPEARANCE:

All athletes must maintain a neatly groomed appearance at all times in order to maintain the proper school image and to set an example for those who would follow unusual or objectionable trends. Any student representing the West Iron County School in any athletic role or other extracurricular activity must be well groomed at all times. Excessive hairstyles, inappropriate clothing, and/or uncleanness shall cause the student to be subject to restrictions as the supervisor and/or Athletic Code Committee shall impose after reasonable notice for change has been given. This rule is included in the interest of health, sanitary and safety measures. Because each sport is different in the way it is played each coach has the right to make and enforce rules of student appearance regarding hairstyles and dress codes. These rules will be communicated in writing to the students during the parent-player meeting near the beginning of each season.

ATHLETIC DISCIPLINARY PROCEDURES

A. MISSING PRACTICE

1. The unexcused miss of a practice session will be penalized at the coach's discretion.
2. The coach will outline his/her policy at the start of the season.

B. BREAKING CURFEW

1. If an athlete breaks curfew the night before the contest, the Athletic Director will determine the appropriate disciplinary action.
2. Any falsification of attendance records may result in an immediate suspension from school and any contest that occurs on the date of suspension. Any athlete who has an unexcused absence from school may not play in the next contest, unless the Athletic Director makes an exception.

C. MISSING SCHOOL

1. The Athletic Director shall discipline any athlete who has an unexcused absence from school accordingly.
2. Any student who misses more than one-half day of school on the day of a contest will not be allowed to participate in that contest. The principal and/or athletic director, depending on circumstances surrounding the absence, will make exceptions to this rule.

D. MISCONDUCT: Any conduct that does not exemplify an athlete and student of West Iron County School.

1. Misconduct in school, in a game, in the community, in practice, or at a hosting team's facility or town may lead to the missing of a contest or suspension from the sport as determined by the coach, principal, or athletic director.
2. Being present at an activity, party, or function that involves the use or possession of alcoholic beverages, tobacco, drugs, or narcotics are a violation of the athletic training rules. It is the **athlete's responsibility** to avoid participation in events that include any of the above. Guilt by association will be considered a violation if the athlete cannot or will not provide evidence or proof that he/she was not participating in these activities.

E. VIOLATIONS OF CRIMINAL STATUTES AND CIVIL INFRACTIONS:

1. Any violation of federal, state, municipal laws, civil infractions, or ordinances will not be tolerated. Any such violations may result in the suspension from some or all extra-curricular activities.
2. Participation in extra-curricular activities is a privilege and not a right. The school district may, in its sole discretion, determine the appropriate penalties, including permanent suspension from all extra-curricular activities.
3. The consequences for violations will be progressive based on the number of violations and/or the seriousness of the offense.
4. **Penalties for Misdemeanors, Civil Infractions, and Ordinance Violations:** Any violation of a misdemeanor, civil infraction, or ordinance violation, except minor offenses such as traffic violations, may be subject to penalties as follows:

a. First Offense:

In any sport, including those with less than 15 contest dates, the offender will be suspended for 20% of the contest dates if he/she reports the alleged offense to the Athletic Director within one school day. The penalty will be 30% of the contest dates if not timely reported to the Athletic Director, and the Athletic Director is notified from another source. **When reporting the alleged offense, the student may accept the school penalties without**

admitting guilt to the alleged offense, or the student may report the alleged offense, and deny any wrong doing and/ or request a hearing under the appeals provision. If a first violation occurs during the school year involving a student who is not participating in an athletic activity at the time, the suspension will be enforced in the next sport the offending student participates. If necessary, the enforcement of the suspension will be carried into the next sports season and/ or next school year.

- b. **Second Offense:**
The offender for a second offense will be suspended for 50% of the contest dates. If the suspension starts before 50% of the contest dates have been completed, there will be no carryover to the next sports season. If the suspension starts after 50% of the contest dates have been completed, the suspension will carry over onto the next sports season.
 - c. **Third Offense:**
Suspension for the third offense will be One Calendar Year. **If a student who has received a year suspension successfully completes counseling (at parents expense) and we receive in writing from the counselor that the program was a success, we may re-instate student after a 60 school day suspension, as long as the athletic director is satisfied with the progress.**
Fourth offense: The penalty for a fourth offense will be a lifetime suspension from athletics at West Iron County High School.
If a student who has received lifetime suspension successfully completes counseling (at parents expense) and we receive in writing from the counselor that the program was a success, we may re-instate student after a 90 school day suspension, as long as the athletic director is satisfied with the progress.
Fifth Offense: The penalty for a fifth offense will be a lifetime suspension from athletics at West Iron County High Schools.
 - d. Parents are encouraged to contact the Principal or Athletic Director for guidance in finding help for their child.
5. Penalties for Felonies and High Court Misdemeanors – Any violation considered a felony or high court misdemeanor shall be subject to penalties ranging from a suspension of six months to a permanent suspension from all extra-curricular activities. The length of the suspension shall be based on the severity of the offense and the danger the activity has caused to the community.
 6. Medical Testing- As a pre-condition to a students return to extra-curricular activities after a suspension, the district may require that the offending student submit to all reasonable psychological, medical, or drug tests to determine the students fitness to return to extra-curricular activities. The original suspension may be extended based on the results of the said tests.
 7. Training rule violations will be stricken from the student's record if he/she does not violate another rule for an eighteen (18) month period commencing from the date of the athlete's last training rule violation, except for permanent suspensions.
 8. Any suspension under this section shall be in addition to and separate from any school suspension. Any student suspended from school or athletics for any reason may not participate in any extracurricular contests. Subject to the coach's discretion, the suspended student may be required to attend all practices in his/her sport.

PROCEDURE AND APPEALS OF DECISIONS:

1. The Athletic Director shall enforce this Disciplinary code as he/she sees fit. In his/her absence the principal of the high school may act as the athletic director's designee. Upon a ruling of a suspension by the athletic director, the student shall be notified in writing. The ruling shall be effective immediately. The notice shall provide for a description of the violations and the period of the suspension. The district will retain a record of the violation.
2. In all felony cases, an order of the District Court binding the student over to Circuit court shall be considered prima facie evidence of sufficient grounds to implement applicable penalties.
3. Within three schooldays of receiving a notice of suspension, the student or his/her guardian may request a hearing. The athletic director's ruling of suspension shall be in effect until the hearing has occurred. The hearing will be held as soon as possible but shall be held within three school days of the notification of request.
4. The hearing shall be held before an Athletic Disciplinary Code Appeals Board, consisting of three members. The Board shall consist of an un-involved administrator, and two (2) non-involved coaches.
5. At the hearing, the Athletic Disciplinary Appeals Board shall hear and/or accept any reasonable reliable and relevant evidence as to the alleged violation. The athletic director shall initially present the alleged violations and applicable penalties. The student or guardian may then present any applicable evidence. It shall be the responsibility of the student to obtain and produce all relevant police reports and police records including any drug or alcohol testing.
6. The Athletic Disciplinary Code Appeals Board may decide to uphold the penalty as ruled by the athletic director, amend, or revoke the ruling of the athletic director, or stay the suspension until additional information is obtained and the hearing is reconvened.
7. The decision of the Athletic Disciplinary Appeals Board shall be based on a civil standard of a preponderance of evidence and not on the criminal standard of beyond a reasonable doubt.
8. The Athletic Disciplinary Appeals Board may consider all reasonable reliable evidence regardless of whether the evidence is admissible for purposes of a criminal trial under criminal law (ie. Scientific testing, finger printing, blood tests, breath tests, admission, etc..)
9. A majority vote of the Athletic Disciplinary Appeals Board will be the decision of the Board.
10. The Athletic Disciplinary Appeals Board may consider a request to rehear an appeal after its initial decision. A request for a rehearing may be made at anytime by the student or his/her guardian, or by the athletic director. The request must first be submitted in writing to the Board. The request shall set forth the basis for the rehearing. The only grounds for a rehearing shall be new relevant and reliable evidence not previously presented to the Board. The Board shall decide whether to grant a new hearing based solely on the written request.
11. All witnesses presenting evidence to the Athletic Disciplinary Appeals Board shall swear or affirm that they are telling the truth. All hearings shall be recorded.
12. All rulings of the Athletic Disciplinary Code Appeals Board shall be final.

PUBLIC ACT 31 -- STEROIDS:

As per Public Act No. 31, a person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the Public Health Code Act No. 368 of the Public Act of 1978, being section 17766a of the Michigan Compiled Laws, is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100.00, or both.

A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100.00, or both. A second or subsequent violation is a felony, punishable by imprisonment for not more than four (4) years, and a fine of not more than \$2000.00, or both.

A person who knowingly delivers or knowingly possesses with intent to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a felony, punishable by imprisonment of not more than seven (7) years, or a fine of not more than \$5000.00, or both.

Possession, delivery, and or use of steroids in school shall be disciplined under the Alcohol/Drug section of the student handbook.

Thank you, again, for reviewing the policies and procedures of West Iron County Middle School & High School. A thorough knowledge of our guidelines and everyone's adherence to our standards will help us to maintain a true, quality educational institution. In short, your cooperation and involvement will help us to keep the main thing, ... and that main thing is STUDENT SUCCESS!!!