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**BROWN CITY**  
**JR./SR. HIGH SCHOOL**

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**STUDENT/PARENT HANDBOOK**  
**2017-2018 SCHOOL YEAR**



*“Providing the Opportunity to Learn”*

*Excellence in Education*

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**BROWN CITY HIGH SCHOOL**  
**4400 SECOND STREET, BROWN CITY, MI 48416**  
**(810) 346-4700**

**Principal's Message**

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Brown City Jr/Sr High School. This information has been carefully prepared to help you adjust to our school and become an integral part of it.

The entire staff here at Brown City is eager to help you prepare for a successful adult life, so apply yourself to your studies, get involved in co-curricular activities, and make the most of your high school years. Remember, your success is directly related to your efforts!

**Brad Hale, Principal**

**BROWN CITY HIGH SCHOOL**  
**MISSION STATEMENT**

Brown City High School will encourage and provide opportunities for all learners to achieve their potential and become responsible citizens in a changing world.

**“Providing the Opportunity to Learn”**

**SCHOOL SPIRIT**

1. Courtesy - Towards teachers, fellow students, and the officials of school athletic activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep their scholastic and activity standards at the highest level.

**SCHOOL FIGHT SONG**

On Brown City, On Brown City, Fight Fight Fight to win, We'll be boasting for our teammates, So come on do your stuff, Rah Rah Rah, On Brown City, On Brown City, Fighting for our fame, Fight Devils Fight, and we will win this game.

**STUDY SKILLS**

A student who studies well:

- A. Brings notebook, paper, pen or pencil, and other materials necessary to class.
- B. Is an active participant in the classroom; listens well; takes part in discussions.
- C. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
- D. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class.
- E. Uses what he/she learns; sees how each subject applies to others.
- F. Strives to do his/her best, not just to get by.

# ATTENDANCE

## PHILOSOPHY OF ATTENDANCE

Good attendance is one of the most important single factors that contribute toward greater levels of achievement by all students. We, the Brown City Community School system, believe that regular and punctual class attendance will result in better preparation for the demands of life after high school. The Brown City Community School system has developed an attendance policy, and a set of attendance procedures, designed to promote good attendance in a positive, guidance oriented manner. The effectiveness of these procedures depends upon parents, students, and the school working together cooperatively to see that students attend classes regularly in order to acquire a sound high school education and to prepare themselves to become responsible citizens and members of society.

In Opinion #5414, Attorney General Frank Kelly ruled that school authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a students' academic achievement. A school district, by its agents and employees, may consider attendance in determining a student's grades in a course. Therefore, the following administrative rules are necessary:

### **\*MORE THAN 12 ABSENCES PER SEMESTER = NO CREDIT\***

A student who is absent from school more than 12 days in an individual class per semester will not be eligible to receive credit in that class, regardless of their level of work. However, absences for the following reasons will not be included in the twelve/per class/per semester. Students absent due to hospitalization, doctor's confinement at home, doctor's appointments, absences approved in advance by the principal, authorized religious obligations, court appearances, approved family emergencies, and immediate family funerals. Documentation/Verification slips are required and must be on file upon return from absence to be eligible.

#### **1. Definition of absence:**

- a. If a student arrives to first hour class more than fifteen (15) minutes late he/she will be considered absent.
- b. If a student arrives to second through seventh hours class more than five (5) minutes late (15 minutes first hour), he/she will be considered absent, unless being detained by school personnel, late bus, school related activity, or administration excused.
- c. If a student arrives to class more than fifteen (15) minutes late, he/she will be considered absent.
- d. If a student does not attend at least thirty (30) minutes of class due to leaving early, he/she will be considered absent.
- e. A student's absence due to administrative reasons, guidance appointments, field trips, athletic trips, and other school related functions will not be applied against the student's attendance record. No student shall be charged with an absence if they are unable to attend school because bus transportation was temporarily suspended due to adverse weather conditions, however, class work must still be made up.
- f. VACATIONS count toward the 12 absence limit. They must be pre-excused by picking up the proper form in the office, taking it to each teacher for approval and returning it to the office **BEFORE** the trip.

#### **2. Sign in and reporting of absences:**

- a. *Students are to sign in at the office if they arrive late and sign out if they leave early (a student's parents (unless student is 18) or older must verify that a student is to leave early and must have permission of the Principal or designee). Failure to check out will result in the offense being treated as skipping and truancy.*
- b. If a student is unable to report to school by 8:30 a.m. the parent or guardian is to call the high school or guidance office at 346-4700 by noon. If the student is reported absent by the faculty without prior notification from the parent, the office will attempt to contact the parent immediately.

3. Whenever a student's parent desires their child to be dismissed from school while in session, the student must present a note in the office at the beginning of the school day stating the reason and time of dismissal.
4. If a student has been absent for any reason, they should present a note from a parent or legal guardian to the office by 8:30 a.m. of the day they return to school.
5. The principal will determine whether your absence is excused or unexcused - a **parent's note or phone call does not automatically grant the student an excused absence.**

6. There will be no excused Skip Day.
7. When a teacher detains a student after class dismissal time, the student should receive a detained slip stating time, passing them to the next class.

8. **Tardy Policy**

Part of the responsibility a student assumes more and more with maturity involves not only regular attendance, but also prompt attendance. Students are expected to arrive at scheduled classes/activities on time. Tardiness to school/class will be considered excused for the following reasons. At the Junior/Senior High School level, the following will not count against the attendance cap:

1. Late Bus
2. Detained by School Personnel
3. School related activity
4. Administrative excused

Students are required to be in class prior to the tardy bell. If late, they will be considered tardy. If more than five (5) minutes late (2<sup>nd</sup> through 7<sup>th</sup> hours) and fifteen (15) minutes (1<sup>st</sup> hour), they are marked unexcused absence for the hour. Tardies are counted per day and absences are counted per class for the duration of the semester.

A student must have a pass to enter a class late. The tardy policy is in effect on a per semester basis.

- a. On the first tardy and every tardy thereafter, the teacher will send a disciplinary referral to the office to notify them of the tardy.
- b. On the second tardy reported to the office, the administration will warn the student and instruct him/her of the further consequences of his/her tardiness.
- c. On the third tardy, the student will be given a one (1) hour Saturday/After School Detention and one (1) unexcused absence in that class.\*
- d. On the fourth tardy, the student will be given a two (2) hour Saturday/After School Detention.
- e. On the fifth tardy, the student will be given a four (4) hour Saturday/After School Detention.
- f. From the sixth tardy on, each tardy to that class will equate to one (1) unexcused absence in that class.

**\*Detentions may be replaced by duties assigned by the Principal\***

9. **All absences resulting from excessive tardiness will count toward the cap of twelve (12) day absent limit.**
10. When a student is absent from school, it is his/her responsibility to obtain their make-up work. One day per day absent will be allowed for make-up, unless prior knowledge or arrangements have been made. A suspended student will be responsible for making up school work lost due to suspension. It is **MANDATORY** that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the main office. Make-up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.
11. Students on early dismissal schedules are to sign out and leave the building at the end of their last class, unless previous arrangements have been made at the office with the principal.
12. **Extra-Curricular Attendance:** A student must be in attendance four (4) of their seven (7) daily classes to participate in an extra-curricular activity on any given day. This rule may be waived if the student has a pre-arranged absence with the principal or is absent due to an emergency in the family.
13. If a student is under 16 years of age and has continued poor attendance patterns, as outlined under these rules, they and their family will be referred to the county truant officer and Probate Court for appropriate action.
14. When unusual circumstances exist concerning absences not covered by the above rules, parents are expected to contact the school. Also, the administration reserves the right to use discretion as needed in all situations regarding attendances.
15. **Notification of Absences**
  - a. The student will receive a warning after obtaining his/her fifth (5) absence. A letter of warning with a copy of the attendance policy will be sent home.
  - b. A second warning will be given at the tenth (10) absence, the student's parent will be invited for a conference, and an attendance contract signed.
  - c. After twelve (12) absences, an appeal committee may consider cases involving special circumstances.

## SANILAC COUNTY TRUANCY SERVICES General Guidelines

Michigan Department of Education recommends that absences exceeding 10% of the scheduled days of instruction be considered as truancy. Their belief regarding this determination is that it becomes difficult to achieve success if a student is missing more than 10% of the days school is in session. Regular attendance is necessary for any academic program, and poor attendance interferes with academic learning and continued student achievement.

Therefore, that recommendation is being followed for Sanilac County’s truancy program. The following should be considered guidelines for local districts in making truancy referrals to the Sanilac County Truancy Services Program:

- Truancy referrals may be made once a student accumulates 6 absences during a trimester or 9 absences during a semester. Both excused and unexcused absences will be considered by the court.
- For students who are repeat offenders from the previous year, they may be referred again once they accumulate 3 absences in a semester or trimester.
- For students who are habitually tardy, referrals may be made under the same guidelines. Once a student accumulated more than 9 tardies during a semester or 6 during a trimester, a referral may be made.
- For student 9 years of age and under, if the problem cannot be corrected after working with Truancy Services, a petition may be filed and parents can be prosecuted. Parents may incur fines and court costs, jail time and/or probation.
- For students 10 years of age and older, if the problem cannot be corrected after working with Truancy Services, a petition may be filed with the prosecutor’s office. Parents may incur fines and court costs. Students may incur a juvenile record and probation.
- ***The school attendance laws have changed. For students whose date of birth is 12-01-1998 or later, they must attend school ages 6-18.***

Therefore, the following protocols will be used in addressing truancy matters among the public schools of Sanilac County:

Up to 5 Trimester Absences/8 Semester Absences	To be handled by local school personnel through phone call, letter, meeting with student and/or parents. Parents given notice of intent to refer to County Truancy Officer.
6 or more Trimester Absences/ 9 or more Semester Absences	School contacts Truancy Officer and provides documentation of prior efforts, including date, time, and outcome of meeting with parents.

Each school district maintains autonomy and full authority to establish criteria for excused and unexcused absences. Local districts also have the ability to make accommodations for extenuating circumstances.

Open lines of communication between local school districts and the County Truancy Officer are encouraged. Students moving from one Sanilac County School to another shall take their documented attendance with them to maintain continuity in addressing truancy in the County.

### ACADEMIC RECOGNITION

The top 10% of each grade level will be invited to attend the Annual Honor’s Banquet. Eligibility is determined on the current year grades from 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> marking periods and not affected by grades in prior years. A minimum of seven graded classes must be taken to qualify for the Honors’ Banquet or a minimum of 5 graded classes if attending a career center program. Student should also be a full time student for all FTE purposes.

A student who takes Advance Placement or Dual Enrollment academic classes has the opportunity to receive a higher GPA because of the weighted grade calculation. In the event that a Valedictorian or Salutatorian does not finish in the Top 10% of the Senior Class based on the Honor’s Banquet Formula, these titled students will come to the Honor’s Banquet as Guests and Speakers. They will not be figured into the Top 10% nor will they be placed on the Honor’s Plaque and/or receive an Honor’s Banquet Award. \*Complete Board Policy Available Upon Request in the High School Office.

### ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures.

## BROWN CITY COMMUNITY SCHOOLS TERMS & CONDITIONS

Notices of accounts that are past due and checks that are returned to Brown City Schools, due to non-sufficient funds may be referred to a collection agency if left delinquent. If referred; the fees assessed to Brown City Schools by the collection agency will be added to your past due account.

### BROWN CITY GRADUATION REQUIREMENTS

Any student who has not fulfilled all credit/graduation requirements will not receive a diploma. These students will not be permitted to participate in any commencement ceremony activities. It is your responsibility as a student at Brown City High School to review your transcript in your junior and senior year to check your credits for graduation requirements and how your grades will impact your career goals.

### REQUIREMENTS FOR GRADUATION

In order for a student to qualify for a diploma in this District, he/she must be in attendance for 8 semesters at Brown City High School. Attendance at the Career Center may still qualify towards the 8 semesters at Brown City High School. An exception to this rule may or may not be approved by the Superintendent or his designee. A request for this exception must be made in advance.

In regards to credits, students must earn at least:  
**25 credits – To graduate from BCHS**

To receive a diploma from Brown City High School, the number of credits for graduation must include the following required credits:

English	4 credits
Math	4 credits
Social Studies	3 credits
Science	3 credits
Physical Education	½ credit
Health	½ credit
Visual, Performing, & Applied Arts	1 credit
World Language	2 credits (starting with the Class of 2016)

4 English credits must be:  
English 9, English 10, English 11, and English 12 taken in sequence.

4 Math credits include:  
Algebra, Geometry, Algebra II, and a 4<sup>th</sup> year Math Credit (Senior Year).

3 Social Studies credits must be:  
U.S. History/U.S. Geography, Economics (1/2), and Civics (1/2), World History.

3 Science credits must include:  
Biology, Conceptual Science (1/2 cr), Chemistry or Physics, and ½ credit of science elective (Biology, Conceptual Science in sequence)

½ Physical Education Credit  
Physical Education credit may be waived by participating in 1 interscholastic sport that is played for an entire season and/or successfully completing 1 year of strength and conditioning.

1 Visual, Performing, or Applied Arts credit: (can be chosen from)  
Band, Small Engines, Art I, Graphics, CAD, Robotics, or Yearbook.

Online Learning Experience\*  
\*Online Course or learning experience will be incorporated into one of the required credits.



## MMC changes as of the 2014-15 school year

- Students would be able to fulfill their algebra 2 requirement by taking a CTE course or courses which cover at least the portion of algebra 2 benchmarks that are assessed on the Michigan Merit Exam (MME).
- Students would be able to fulfill their foreign language requirement with 2 credits of grade-appropriate language instruction anytime during grades K-12 (meaning these credits no longer need to be equivalent to high-school level language courses in order to count). For students graduating in the classes of 2015-2020 only, they would also be allowed to substitute a CTE course or an additional visual or performing arts course for one of the two required credits of foreign language.
- In addition to chemistry or physics, students would be able to fulfill their second science credit by taking anatomy, agricultural science, or a course that provides at least the portion of either chemistry or physics benchmarks which are assessed on the MME. Students would also be able to substitute a CTE course (regardless of content) for their third credit of science.
- The flexibility to count extracurricular activities for one half credit of physical education (which district already had under a different section of statute) is now expressly spelled out in the MMC law.

## **RECOMMENDED HIGH SCHOOL PROGRAMS** - All students will be in one of the following programs:

### 1. COLLEGE PREPARATORY

Required Courses -  
4 years English  
4 years Mathematics  
3 years Science  
3 years Social Studies  
2 years Foreign Language

### 2. VOCATIONAL

Required Courses -  
4 years English  
4 years Mathematics  
3 years Science  
3 years Social Studies  
4 years Vocational (Auto Shop, 2 yrs. Career Center)

### CREDITS

Academics & Non-academics - all courses taught	1 credit/yr
Career Center	3 credits/yr.
8 <sup>th</sup> Grade Algebra I	1 credit

Brown City High School will accept only 2 (two) credits from programs outside the regular program during the student's 4 years of high school. An exception on the limit of 2 (two) credits may be granted with prior approval from the Superintendent or his designee. These classes may be taken to meet minimum credit requirements of graduation.

Credits from non-public schools; \*Complete Board Policy Available Upon Request in the High School Office.

Junior high students who fail two or more academic classes for the year will be retained unless arrangements are made to make up credits in summer school.

For Junior High students: to determine whether they passed for the school year or not we will use the percentage of 1<sup>st</sup> semester and the percentage of 2<sup>nd</sup> semester, and take the average to determine if they passed for the year.

As a requirement for graduation, Brown City High School students must complete the state (SAT) tests when scheduled by the district, during the 11<sup>th</sup> grade year, and are expected to put forth a sincere effort. Effective for class of 2017.

## **BLENDED/ONLINE LEARNING**

The Board policy and district procedures ensure that eligible students have access to 1 or more online instructional classes per semester. This policy and procedures ensures we provide 2 online courses to all 7-12 graders.

“Blended Learning” means a hybrid instructional delivery model where students are provided face-to-face instruction, in part at a supervised school facility away from home and partially through computer based and internet connected learning environments with some degree of student control over time, location, and pace of instruction

“Online instructional program” means a course of study that generates a credit or grade, provided in an interactive computer based and internet connected learning environment, in which students are separated from their teachers by time or location, or both, and in which a Michigan certificated teacher is responsible for providing direct instruction, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

## **BUS TRANSPORTATION**

The school district provides bus service as a privilege to its students. The rules for bus behavior will be reviewed and explained by the bus drivers. Students may have their riding privilege suspended if they fail to follow the rules.

For more information on routes, or buses in general, call the Transportation Office at (810) 346-4700, extension 1000.

## **CAFETERIA**

Lunch and Breakfast is served every full day of school in the cafeteria. There will be NO student charges. The price for High School Regular lunch is \$2.75.

## **CALENDAR**

The official calendar for all school events is in the office of the principal and before any event is placed on the calendar or scheduled, it must be called to the principal’s attention that will place it on the calendar himself. It is the responsibility of the sponsor to notify the principal of their proposed events.

## **CAREER CENTER**

All students attending the Career Center are governed by home and school rules. A suspension at the Center means home school suspension and vice-versa. Students are not allowed to drive to the Sanilac Career Center, except for educational purposes or unusual emergencies approved in advance by Administration.

## **CHANGE OF ADDRESS**

Inform the office if you change your address or telephone number.

## **CHILD ABUSE/NEGLECT**

Brown City School is required by law to report all suspected cases of abuse and/or neglect to the Department of Social Services for investigation.

Sexual harassment of students by other students or by employees of the Brown City School District is unlawful under both Michigan and Federal Law, and is contrary to the commitment of the Brown City School District to provide a stable learning environment. The Brown City School District will not tolerate any sexual harassment of students/staff. All contact between students, or teachers and students should be in keeping with respect for the individual, be of a nature which does not make an individual feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all Brown City School District employees are expected to conduct themselves with respect for the dignity of others. If a student or staff member has concerns about the nature of any conduct or physical contact by an adult employed by the Brown City School District, by a fellow student, or by a member of the public, the individual should immediately report this concern to the Principal. The student should discuss their concern with their parent or guardian who could report the concerns to the Principal.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the Student Services' Coordinator. A student found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.\*

### **DANCES/ EXTRA CURRICULAR EVENTS**

-Traditional dances include Homecoming in the fall, Sno-coming in the winter, and Prom in the spring. Additional dances may be sponsored as fund-raising activities by classes or school organizations. Appropriate dress and dance (no bumping and grinding or dance sexual in nature) is required at all times. **(Junior High Students must leave at 10 pm)**

-Per Brown City Board of Education approval in fall of 2016 all Brown City School students are granted free admittance to home regular season athletic events (student ID may be required). For the safety of students and spectators a student will not be allowed re-entry upon leaving the event. If a student does not comply with all school policies event admittance may be revoked.

### **DETENTION**

Detention period is a time to which the student is assigned outside the regular school day for any infractions of acceptable student behavior. Students should fully understand that any staff in the building has the authority to correct misconduct anytime. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of their classes. Students will be provided twenty-four (24) hour notice regarding detention assignments. **Brown City Schools will either assign the student a Saturday detention from 8:00 a.m. to 12:00 noon, or an after school detention from 3:15 pm to 4:15 pm.** Failure to report for detention will result in further disciplinary action. There will be no Saturday detention if there is no school on the Friday prior to detention due to vacation/holiday weekend, or inclement weather. \*Complete School Board Policy is available upon request in the High School office.

### **DIRECTORY INFORMATION**

According to the Family Education Rights and Privacy Act, the following information is considered directory information. If a parent and/or student do not want this information released, it is necessary to have a written statement stating specific information that may not be released.

1. Name, address, telephone number
2. Date and place of birth
3. Major field of Study
4. Participation in school activities
5. Dates of school attendance
6. Honors and Awards
7. Other similar information E.g., Alumni Associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

### **DRIVERS' EDUCATION**

Any student wishing to participate in Drivers Education can sign-up in the high school office. Drivers' Education is not run through Brown City Schools. Students wishing to take drivers' training are responsible for the costs associated with any enrollment

### **DUAL ENROLLMENT PROGRAMS**

We would like you to know about the increased opportunities for Dual Enrollment available to eligible students and what they may need to become eligible. Dual Enrollment (also called Postsecondary Options) permits the student to take classes at both Brown City High School and a college or university simultaneously. The purpose of this program is to provide a wider variety of options to high school pupils to insure that all students continue to be challenged. These courses may be taken for high school credit, college credit or both, but the student must notify both Brown City High School and the college of his/her intent. Most recent SAT/PSAT scores are the first requirement for eligibility. Questions about Dual Enrollment should be directed to the Counseling Department.

### **DUE PROCESS**

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline at Brown City Community Schools.

In the event adverse action is taken against the student by a staff member, the student may meet with the principal who will review the problem and listen to the student's explanation. The principal will determine the appropriate action to be taken in accordance with the Brown City Junior High/High School Student Conduct Code. If satisfaction is not attained at step one, the student/parent may request a conference with the superintendent. Appeal the suspension by sending written notice within 48 hours of the notification of the student's suspension. Appeals may be made to Neil Kohler, Superintendent, Brown City Community Schools, 4349 Second Street, Brown City, Michigan 48416.

## **ELECTRONICS**

**PERSONAL ELECTRONIC DEVICES:** Audio equipment/beepers/cell phones/MP3 players, or other electronic devices shall not disrupt the educational process and are not to be used during class time without permission. First offense, such items will be confiscated and given to the office. The students may claim their item after school. 2nd time will result in 2 hour detention and a parent will have to claim the device. 3<sup>rd</sup> time will result in a 4 hour detention and parent will have to claim device. Subsequent incidences will be handled at the discretion of administration.

## **EMERGENCY PROCEDURES**

An emergency condition occurring during the school day will be handled by following established procedures. If additional information is available, it will be given over the public address system. Emergency conditions occurring when school is not in session, and will affect school opening/closing, will be announced over school messenger system, local radio, and television stations.

## **EMERGENCY STUDENT/FACULTY HOUSING PLAN**

An emergency plan to house students and faculty will be placed in effect, if Brown City Junior/Senior High School were required to be evacuated for lengthy period of time due to an unsafe condition. Area facilities have been secured for this purpose.

Fire drill alarm would be sounded or public address system would be used.

Within a short period of time, a decision would be made by the building principal to:

- A. Return to classrooms
- B. Relocate students and personnel to area facilities

## **EXAM FOR CREDIT PROCEDURES**

The term "exam" in this document refers to the assessment tool(s) used to measure the student's understanding of the subject area content expectations or guidelines that apply to the credit.

Brown City High School, in compliance with the School Code of Michigan, will allow a secondary student who has exhibited a reasonable level of mastery of the subject matter of the course to earn credit, regardless of enrollment in the course. To exhibit mastery a student must fulfill all of the following components:

- A. The student will satisfactorily complete a portfolio of ten (10) assignments given to regularly enrolled students during the year (these will be chosen and provided by the teacher).
- B. The student will complete an essay supporting the importance and thus inclusion of any five (5) objectives of the course (objectives provided).
- C. The student will score a C+ (77%) or higher on the course's final examination.

The following guidelines apply to the exam for credit procedures.

- 1. Courses tested out will be accepted as fulfillment of a requirement in a course sequence.
- 2. Credits earned through mastery without enrollment in the course shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose.
- 3. Courses tested out may satisfy the numerical credits necessary for fulfillment of graduation requirements.
- 4. Once a course is tested out, students may not enroll in that course or test out of a lower course in the course sequence.
- 5. As part of the registration process, students will be given a list of information for fulfilling the components for the course. No books will be distributed.
- 6. Middle school students are only eligible to test out of high school level courses.
- 7. Students who meet the eligibility requirement will be permitted to test out of a class for credit during the designated period.
- 8. Students will have the opportunity to test out of courses each year but cannot test more than once for a particular course.
- 9. Students must fill out and turn in a completed application within the first week of the beginning of a semester that

the class is being offered. All components must be completed within 10 weeks of the application being confirmed.  
Applications/requests are to be made in the counseling office.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“Eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent FERPA authorizes disclosure without consent.
4. The right to file a complaint with the United States Department of Education concerning alleged failure to comply with the requirements of FERPA.

### **FINES**

If fines are not paid, the school district will put a “hold” on all transcripts and records to be released until arrangements for payment have been made. Also, students will have fines paid in full before textbooks will be issued.

### **FIRE/TORNADO DRILLS/LOCK DOWN DRILLS**

- (A) One Continuous Sound (bell) ~ Fire procedures; vacate building.
- (B) Tornado procedure ~ Announce on PA system.
- (C) Lock Down procedure ~ Announce on PA system

### **FUND RAISERS**

All fund raising projects must be approved by the Building Principal.

### **GRADING SYSTEM**

Each semester of every class is graded individually.

1. Student receives 1/2 credit for each successfully completed semester of a year-long class. If he/she fails one of a required course then that semester must be repeated. There are no year-long grades given. The grade is recorded as two separate semester grades. A semester grade is based on overall percentage, and student must pass at least 2/3 of (1<sup>st</sup> marking period, 2<sup>nd</sup> marking period, and semester exam)
2. Classes designated as semester classes would continue to receive a semester final grade.
3. Failure to take semester and Final exams will result in an ‘E’ for the exam. Students who are absent must make arrangements to make up exam within one week.
4. Advanced Placement (AP) and Dual Enrollment courses are weighted on a 5-point grading scale.

Under this system a student will receive a semester final grade in all classes. This grade will appear on the report card and be used as a basis for figuring grade point averages.

### **COMMON DISTRICT GRADING SCALE**

100-93	A
92-88	A-
87-84	B+
83-81	B
80-78	B-
77-74	C+
73-71	C
70-68	C-
67-64	D+
63-61	D
60-56	D-
55-Below E	

## **GRADUATION CEREMONY**

The School District holds Graduation ceremonies every year to honor those students who have completed all graduation requirements. Participation in that ceremony is a privilege, rather than a right. The Administration may exclude any student from participating in any ceremony or activity as a consequence of a student's behavior.

## **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study assistance, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor.

Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

## **ILLNESS**

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES**

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials may grant law enforcement interviews with a student after consideration of the (1) type of incident; (2) seriousness of the incident; (3) age of maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence. When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview.

## **THE LIBRARY**

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day, and a short time before and after school. Fines are charged for materials overdue at an established rate.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that their locker is kept locked and in order at all times. School combination locks are to be used. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students applying stickers or gum to inside of lockers, writing on lockers, altering the condition which may require excessive cleaning, and/or damaging the locker in any other fashion will be subject to discipline and fines or restitution.

The school respects the right of the student's personal belongings, whether they are on the person or in their locker. However, the school has responsibility for the safety and welfare of the entire student body. Should reason be established from a reliable source that potentially dangerous materials may be present, the school reserves the right to search the person and/or their locker, since, and the locker remains the property of the school. If illegal drugs are suspected, search dogs may be used. Students will be prosecuted.

Get study materials for your morning classes when you arrive in the morning, and materials needed for the afternoon classes during the lunch period. No one should leave classes to go to their locker except with special permission. Do not leave combinations set. Do not give your combination to anyone. Do not change lockers without office approval. The school retains ownership of all school lockers and retains the right to inspect them at any time.

## **LOST/FOUND**

Recover lost books and articles of clothing at the main office. Articles found should be turned into office.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act (Subtitle B-education for homeless children and youth), re-authorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. Please contact your homeless director in your school for more information.

## **MEDICINE DISTRIBUTION**

It is recognized that certain students may be required to take prescribed medication for health problems during the regular school day or at a school-sponsored activity. In some cases, medication will have to be administered by school personnel. The Brown City Community School District establishes this policy to clarify student medication procedures, to protect students receiving medication administered by school personnel and to protect school personnel administering such medication. The following policies apply:

1. Students that are on medication and wish to take medicine during school hours must have written permission from their parent/guardian.
2. The parent/guardian shall fill out a Medication Control Information Form which is signed, lists medication(s), dosages, time to be administered.
3. The parent/guardian shall be responsible for sending in medication(s) for the day, week, or the month. Medication must be brought to school in a container appropriately labeled with the written orders from a physician detailing the following:
  - A. Name of Drug
  - B. Dosage
  - C. Specific times of administration or time intervals medication is to be given
  - D. The doctor's name
  - E. The student's name
4. Prescribed medicines shall be stored in securely locked, designated locations at all times. The appropriate administrator shall be responsible for designating such location in cooperation with the staff.
5. The authorized person shall maintain a complete and accurate record of medications given.
6. All medication shall be administered by school officials, unless a physician and parent/guardian provide written permission to self-administer.

## **MENINGOCOCCAL MENINGITIS**

### **Your Teen may be at risk**

Meningococcal Meningitis is a serious bacterial infection that affects the membranes that surround your brain and spinal column. About 2,600 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% loses their arms or legs, become deaf, have problems with their nervous systems, or suffer seizures or strokes. In the United States up to 83% of all cases could potentially be prevented by a single vaccination.

The bacterium that causes this infection is spread by having close personal contact with someone who is sick with the disease or someone who is a carrier. Some people carry the bacteria in their nose and throat and even though they may never become ill with the infection themselves, they could spread the infection to others. The following behaviors increase the risk of spreading the infection: sharing water bottles, eating utensils, kissing, smoking or being exposed to smoke, activities that may weaken the immune system such as staying out late and having irregular sleep patterns. Also, living in close quarters such as dormitories or being in crowded situations for prolonged periods of time.

To decrease your child's risk of getting this serious infection, a vaccine is available. Menactra is a vaccine that prevents four types of meningococcal disease, including 2 of the 3 most common in the United States. Menactra works well, protecting about 90% of those who get it. This vaccine is recommended for all children at their routine pre-adolescent visit (11-12 years of age). If your child is 13-18 years old and has never received a dose, he/she is also eligible for the vaccine.

Keep in mind if you have children in the 11-18 year old range, they may need other vaccines as well, such as Tetanus Diphtheria booster, Human Papilloma Virus, or Chickenpox.

Please call the Sanilac Health Department at 810-648-4098 for more information.

## **NATIONAL HONOR SOCIETY**

Membership is governed by National By-Laws. Students are eligible during their sophomore, junior, and senior years providing they meet the criteria of the National Honor Society which is based on scholarship, leadership, service, and character.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office.

## PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in: A) developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes; B) providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school; C) supporting a consistent and shared approach to child guidance and discipline; D) providing for the proper health, safety, and well-being for their child. The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

\*Complete Board Policy Available Upon Request in the High School Office.

## PASSES - HALL

Students who are out of the classroom during class time are expected to have a pass showing where they are going, and who authorized the pass. Students without passes are subject to disciplinary action.

## PASSES FOR LEAVING SCHOOL

The school has the responsibility and the community expects that students will be on school grounds at all times during the school day unless specifically released as part of a school program or activity. If you must leave the building because of illness or any emergency, you must have authorization from principal or his designee, and you must sign out in the office. Failure to follow the proper procedure will be a one (1) day suspension.

## REPORT CARDS

Report cards are given out every nine weeks to notify parents of progress. Report cards can be printed/viewed through the student's Skyward Accounts. If you prefer a paper copy of your child's report card they are available through the office upon request. The cards are the property of the students and are not returned to the school.

## SCHOLARLY RECOGNITION

Beginning with the Class of 2011, Brown City High School will use a new formula for determining Valedictorian and Salutatorian. Students will have their GPAs and SAT/ACT Composite scores calculated into a ranking order (GPA 65%, SAT/ACT 35%). As in other GPA calculations, there will be no rounding of GPAs or points. ***SAT or ACT will be used in place of ACT starting with the class of 2017 (whichever test produces the highest result for the student).***

Formula:

$$\begin{aligned} &(\text{GPA} \times 325) + (\text{ACT} \times 19.45) = 2000 \\ (4.0 \times 325) + (36 \times 19.45) &= 2000 \\ 1300 + 700 &= 2000 \end{aligned}$$

$$\begin{aligned} &(\text{GPA} \times 325) + (\text{SAT} \times 0.4375) = 2000 \\ (4.0 \times 325) + (1600 \times 0.4375) &= 2000 \\ 1300 + 700 &= 2000 \end{aligned}$$

The traditional High School GPA Rank in Class will remain intact and student should also be a full time student for all FTE purposes. BCHS will still use the standard Rank in Class on transcripts for sending to colleges and universities. Thus, this will not affect any natural ranking scholarships that might be given by a college or university.

This formula encourages all students to perform at their best on the ACT/SAT. ACT/SAT is arguably one of the most important factors in determining college admission. The standards and benchmarks of Michigan's Graduation Requirements are college driven. This formula encourages all students to take a stronger rigor of courses that will help prepare them to do better on the ACT/SAT and in College.

The SAT Exam is a local and State required test for all 11<sup>th</sup> graders. The best ACT/SAT Composite Score will be accepted up to the end of the first semester of the student's senior year.

This formula validates our "Top Scholar."

## SCHOOL INSURANCE

Brown City Community Schools does not provide any type of medical insurance for your child. Parents should carry accident or health insurance and are satisfied that this coverage gives specific coverage for any expenses.



## **SCHOOL VIOLENCE HOTLINE c 1-800-815-TIPS**

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365-days a year, by the Michigan State police Operations Center. This hotline was mandated by the Michigan Legislature in Public Act 269 of 2000.

The School Violence Hotline has been created to give you an anonymous way to report any threats of violence (“I’m going to kill someone tomorrow”), or weapons that you may know about (“I saw a gun in someone’s locker”). However, you should call this Hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult that you trust is by far the best way to deal with information about school violence.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student’s person and/or personal effects (e.g., purse, book bag, and athletic bag, wireless communication device, electronic communication device) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, law enforcement officials shall be notified immediately upon seizure of dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

### **SIGNS AND POSTERS**

All signs and posters put in the school must be approved by the Principal. Classes, organizations, or individuals who put up signs or posters are responsible for their removal after the event is over.

### **STUDENT RECORDS**

1. Students 18 years of age or older may review their records. Parents may review until the child is 18.
2. Students under 18, who request information sent to another school, employer, or college must have their parent sign a record release form. Students 18 or older must sign their own record release form.

The transfer of student records in Michigan is governed by the Revised School Code Section 1135 (MCL 380.1135) which requires that: Within 14 days after enrolling a transfer student, the school shall request in writing from the student’s previous school a copy of his or her school record. Any school that compiles records for each student in the school and that requested to forward a copy of a transferring student’s record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134. **This includes the transfer of disciplinary records of students with respect to suspension and expulsions, to any private or public school to which a student is transferring and in which they are enrolling.**

### **STUDENT RIGHTS**

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student’s parent/guardian should contact the principal.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Also, distribution of any item, service, or product free of charge is prohibited. Violation of this may lead to disciplinary action.

## **STUDENT VALUABLES**

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

## **STUDENT WELL-BEING**

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medication, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The Principal/Assistant Principal is available to discuss the procedures for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

Brown City Community School District has established an electronic wireless system that provides network connections within the district campus and to the Internet. The district may provide access to the system to employees, board members, students, and guests.

Users of BCNet may access available technology resources, including the Internet, for limited educational purposes. The term "educational purpose" includes use of the system for class-related activities, professional or career development, and limited high quality personal research. Students displaying or posting illegal and/or inappropriate behavior on Internet blogs and social-networking sites may be subject to disciplinary action.

\*Complete Board Policy Available Upon Request in the High School Office.

## **TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use personal telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **TEXTBOOKS**

Textbooks are furnished by the school district and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. All fines from previous years/semesters must be paid prior to textbooks being issued.

## **VISITORS**

Parents and other adults are welcome to visit the school. We ask that you report directly to the main office upon arriving. Permission must be given by the principal or his designee before proceeding to any other areas within the building. High School age visitors are not permitted in the building at any time during the normal school day. This allows for the least amount of interruption from our intended purpose. Exceptions to this may be granted by the Principal.

## **WARNING NOTICES**

Warning notices are mailed out to parents, upon parental request, at mid-quarter when the quality of students' work is at the failing point or when the work is considerably below the level of expectation.

## STUDENT CODE OF CONDUCT

Everyone has the responsibility for helping to maintain a school climate that will enable students to receive maximum benefit from the high school/jr. high program.

Misconduct shall be regarded as those actions which do or may interfere materially or substantially with the operation of any school. By endangering the health and safety of any person, by infringing on the rights of others, by causing disruption of education programs or discipline, by causing loss or destruction of facilities and actions which are otherwise in violation of laws, school district policies, and regulations and school or classroom rules. It is important to remember that the School's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Police assistance will be called for as needed in serious matters. Many acts listed are violations of state law and school district regulations. It is impossible to write a rule that fits every occasion and students are responsible for exercising sound judgment in areas not defined by rules. **These infractions will be enforced as well as those not published to maintain the order and character of our school. The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.**

### VIOLATIONS OF THE STUDENT CODE OF CONDUCT

**Detention:** Detention period is a time to which the student is assigned outside the regular school day for any infractions of acceptable student behavior. Brown City Schools may have Saturday detention from 8:00 to 12:00 noon or after school detentions.

**Short-term suspension:** A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extra-curricular activities, are suspended.

**Long-term suspension:** A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extra-curricular activities, are suspended.

**Expulsion:** An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extra-curricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to the school, as permitted by state law.

**Staff Authority:** The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus, or other school related activity or event, whether or not it is held on school premises.

**School Activities:** A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activities regardless of location, during the suspension (including weekends and/or holidays).

**Maintaining school progress:** When appropriate, in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal

**Factors to be Considered Before Suspending or Expelling a Student:**

Prior to suspending or expelling a student for any of the statutorily mandated reasons, except as noted below, the board shall consider the following factors:

- a. the student's age
- b. the student's disciplinary history
- c. whether the student has a disability
- d. the seriousness of the violation or behavior
- e. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f. whether restorative practices will be used to address the violation or behavior
- g. whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Principal will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

**\*\*PRINCIPAL HAS THE AUTHORITY TO MODIFY ANY AND ALL  
PUNISHMENTS OF THE SCHOOL CODE\*\***

**1. ACADEMIC MISCONDUCT**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions, in addition to other discipline.

- 1<sup>st</sup> - Detention/Zero on assignment/test
- 2<sup>nd</sup> - Possible failure of marking period and/or semester
- 3<sup>rd</sup> - Failure of class

**2. ARSON**

Arson is a felony and will subject the student to suspension/expulsion. A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750. To MCL 750.80). Possession of a lighter or matches is prohibited.

**3. AUTOMOBILES**

Students driving cars to school must park in the east or north parking lot. There will be NO student parking in the Auto Shop lot unless the student's vehicle is previously scheduled to be worked on during that day. All cars should be locked after arriving in the morning. Student drivers should obey the following rules:

- 1. Driving from the school grounds during school hours is not permitted.
- 2. Speeding or careless driving on the school grounds and on street bordering the school is not permitted.
- 3. Students are not allowed in any vehicles during the day without authorization. Students may not enter the parking lot during the school hours unless permission is obtained from the office.
- 4. Automobiles will not leave the school grounds during the day except for the following situations (a student will not leave the school campus without permission from authorized school personnel):
  - A. Pre-arranged appointments; doctor appointment, dental appointment, court, etc.
  - B. Going home - Administrative approval required.
- 5. The School district retains the authority to make inspections of the parking lot at any time. Individual vehicles may be searched if there is reasonable cause or suspicion. A drug sniffing dog may be used to assist in any search.
- 6. The district is not responsible for items damaged, lost or stolen from vehicles.
  - 1<sup>st</sup> - Two (2) day Suspension and possible loss of driving privileges
  - 2<sup>nd</sup> - Suspension of 3-5 days, report to local civil authorities
  - 3<sup>rd</sup> - Suspension of driving privileges for one (1) full school year.

**4. BATTERY/PHYSICAL ASSAULT**

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violation. (MCL 380.1310[3][b], MCL 380.1311a [12][b]).

If a student enrolled in grade 6 or above commits a physical assault at school against another student then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5), \*MCL 380.1311a[1].

- 1st - Suspension of 3-5 days and/or expulsion
- 2nd - Suspension of 5-7 days and/or expulsion
- 3rd - Suspension of 7-10 days and/or expulsion

5. **BEVERAGES**

Beverages are restricted to lower hall and cafeteria. All food purchased in the cafeteria must be eaten in the cafeteria. Special permission may be granted by a staff member.

1<sup>st</sup>- Detention                      2<sup>nd</sup>-2 hr. Detention to Suspension                      3<sup>rd</sup>-Suspension 1 -3 Days

6. **CELL PHONES/ELECTRONIC DEVICES**

PERSONAL ELECTRONIC DEVICES: Audio equipment/beepers/cell phones/MP3 players, or other electronic devices shall not disrupt the educational process and are not to be used during class time without permission. First offense, such items will be confiscated and given to the office. The students may claim their item after school. 2nd time will result in 2 hour detention and a parent will have to claim the device. 3<sup>rd</sup> time will result in a 4 hour detention and parent will have to claim device. Subsequent incidences will be handled at the discretion of administration.

- \*\*Cell phones are not to be used during the school day unless approved by a staff member.
- \*\*Students should have cell phones (and other devices) on vibrate, silent, or off during class.
- \*\*Once the student crosses the threshold (doorway) to their class all devices should be put away unless approved by the teacher.
- \*\*If devices are approved by the teacher, and a student is using them inappropriately, the consequences will match those students who take it out at inappropriate times.
- \*\*It is recommended to the student that cell phones/devices remain out of sight during class unless approved by the teacher.

7. **DESTRUCTION OR MISUSE OF SCHOOL PROPERTY**

Damage to, or loss of, school equipment and facilities wastes taxpayers' money and undermines the school program. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces, intentionally clogging the plumbing system, breaking fixtures, and damaging school equipment to the point where repair is necessary are acts of destruction. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

- 1st - Full restitution, Detention and/or suspension of 3-10 days
- 2nd - Filed charges mandatory. Suspension pending court determination

8. **DISORDERLY CONDUCT**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

- 1<sup>st</sup>-Detention
- 2<sup>nd</sup>-Detention to suspension
- 3<sup>rd</sup>-1-3 day suspension
- 4<sup>th</sup>-3-5 day suspension

9. **DRESS CODE**

Student dress affects student's behavior and educational attitudes. In order to have a good learning environment certain standards should be maintained. Students are expected to wear clothing which in the opinion of administration is appropriate, neat, clean, and not distracting to the learning process. Non-appropriate attire includes, but is not limited to:

- Hats
- Headwear
- Visors
- Midriff Shirts
- Holes in any clothing deemed inappropriate
- Skirt and /or shorts **more than 6 inches** from the middle of knee
- Clothing that promotes drugs, smoking, drinking, profanities, obscenities, and violence or illegal activities. (such as Coed Naked, Big Johnson T-Shirts)
- Pants must be **WORN AT PROPER WAIST HEIGHT (NO SAGGING PANTS)**
- No long chains draped on clothing on wallets, dog chains, spike collars, dog collars, wristbands, or jewelry that depicts weapons.
- Sheer/Revealing Clothing
- Sunglasses
- Bandannas
- Halter Tops

- Jackets and coats are not to be worn in class
- **The above rules can be amended by the administration as deemed necessary. The determination of what is appropriate vs. inappropriate is left to the administration.**

1<sup>st</sup> – Warning of notification to parents. Student is sent home to acquire proper attire and is expected to return to school within the hour  
 2<sup>nd</sup>-Detention  
 3<sup>rd</sup>- Suspension

## 10 **EXPLOSIVES**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in detention/suspension.

## 11 **EXTORTION**

Obtaining money or other items of value by the use of threats or violence or without the consent of both parties involved.

- 1st - Full restitution, Notification of Parents, Suspension of 3 days
- 2nd - Suspension of 3 days, Police involvement, and/or legal action

## 12 **FALSE FIRE ALARMS/FALSE REPORTS/BOMB REPORT**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. Unless an emergency, a student will not intentionally sound a fire alarm or cause a fire alarm to be activated, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school related event. This includes false 911 calls and discharge of fire extinguishers. These acts are prohibited, irrespective of the whereabouts of the student.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, or the school property, or school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee (MCL 380.1311a<2>)

## 13 **FORGERY**

Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, hall passes or other data used by the school.

- 1st - Detention up to suspension of 2 days
- 2nd - Suspension of 2-5 days

## 14 **GAMBLING**

Playing games for money or property transfer

- 1st - Detention to 3 days Suspension

## 15 **GANG RELATED ACTIVITIES**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes:

1. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
2. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
3. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
4. Recruiting student(s) for gangs.

- 16     **GROOMING**  
Habits or bodily condition detrimental to the school. Conditions under persistently neglected personal hygiene to the point where it disrupts the educational process. Send home.
- 17     **GROSS MISBEHAVIOR**  
Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.  
1st - Suspension of 3-5 days
- 18     **HARASSMENT/BULLYING/INTIMIDATION**  
The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment will result in suspension or expulsion from school. \*Complete Board Policy Available Upon Request in the High School Office.
- 19     **HAZING**  
A student will not haze or conspire to engage in hazing of another. As used in this section, “hazing” includes any method initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace.
- 20     **IMPROPER CONDUCT IN THE LUNCHROOM**  
1st - Notification to Parents. Detention and/or duties assigned by the Principal  
2nd - Conference with Parents/Student/Administrator before resumption of lunchroom privileges  
3rd - Loss of lunchroom privileges
- 21     **Inciting and/or contributing to the disruption of the total educational process.**  
Possible suspension up to 10 days  
Conference with Parents/Student/Principal/Superintendent, Mandatory before being admitted back to school.
- 22     **INDECENCY**  
Offending acts against commonly recognized standards of good taste (as interpreted by the building administration).  
1<sup>st</sup>-Suspension of 2-5 days  
2<sup>nd</sup>-Suspension of 5-10 days
- 23     **INSUBORDINATION** or gross disrespect towards school personnel.  
1st - Teacher/Student/Administrator Conference and Detention or Suspension  
2nd - Suspension of 1-3 Days  
3rd - Suspension of 3-5 Days  
4th - Expulsion pending Board of Education Review
- 24     **LASER LIGHTS**  
Laser lights and electronic devices that disrupt the educational process are not permitted.  
1st-Confiscation/Informal talk to suspension
- 25     **LEAVING CLASS WITHOUT PERMISSION**  
A student will not leave the school building, classroom, assigned area, or campus without permission from authorized school personnel.  
1<sup>st</sup> – 2 hour detention  
2<sup>nd</sup> – 1-3 day In-School Suspension  
3<sup>rd</sup> – 3-5 day In-School Suspension

- 26     **LEAVING SCHOOL WITHOUT PERMISSION**  
A student will not leave the school building, classroom, assigned area, or campus without permission for authorized school personnel.  
1<sup>st</sup> – 1 day In-School Suspension  
2<sup>nd</sup> – 3-5 day School Suspension  
3<sup>rd</sup> – 5-10 day School Suspension
- 27     **LIQUID**  
Use of any liquid against another student on school property  
1st - Detention  
2nd - Suspension of 1-3 Days  
3rd - Suspension of 3-5 Days
- 28     **LOITERING**  
A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.  
1<sup>st</sup>-Detention to suspension  
2<sup>nd</sup>-1-3 day School Suspension  
3<sup>rd</sup>-3-5 day School Suspension
- 29     **MUSICAL DEVICES**  
**PERSONAL ELECTRONIC DEVICES:** Audio equipment/beepers/cell phones/MP3 players, or other electronic devices shall not disrupt the educational process and are not to be used during class time without permission. First offense, such items will be confiscated and given to the office. The students may claim their item after school. 2nd time will result in 2 hour detention and a parent will have to claim the device. 3<sup>rd</sup> time will result in a 4 hour detention and parent will have to claim device. Subsequent incidences will be handled at the discretion of administration.  
\*\*Students should have cell phones (and other devices) on vibrate or silent during class.  
\*\*Once the student crosses the threshold (doorway) to their class all devices should be put away unless approved by the teacher.  
\*\*If devices are approved by the teacher, and a student is using them inappropriately, the consequences will match those students who take it out at inappropriate times.  
\*\*It is recommended to the student that cell phones/devices remain out of site during class unless approved by the teacher.
- 30     **OBSCENITY**  
Vulgar acts by pupils in written term, pictures, or caricatures in or on school property  
1st - Notification to Parents and Detention/Suspension  
2nd - Suspension of 1-3 days  
3rd - Suspension of 3-5 days
- 31     **OFF-CAMPUS EVENTS**  
Students attending, sponsored by the school, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules will result in loss of eligibility to attend school sponsored off-campus events.
- 32     **PROFANE, INDECENT, OR IMMORAL LANGUAGE**  
1<sup>st</sup>-Detention to 3 days of Suspension  
2<sup>nd</sup>-Suspension of 1-3 days  
3<sup>rd</sup>-Suspension of 3-5 days
- 33     **PUBLIC DISPLAY OF AFFECTIONS**  
Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual nature. Public displays of affection are in poor taste for a school environment and will not be tolerated.  
1st - Notification to parents and Detention  
2nd - Suspension of 1-3 days  
3rd - Suspension of 3-5 days



34 **REFUSING TO ACCEPT DISCIPLINE:**

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

35 **ROWDY BEHAVIOR**

Improper and unsafe traffic in hallways; running, pushing, sliding, disturbing classrooms, misuse of school property without damage, rowdy behavior, etc.

- 1st - Warning of notification to parent
- 2nd - Detention
- 3rd - Suspension of 1-3 days
- 4th - Suspension of 3-5 days

36 **SEXUAL ASSAULT:**

A student will not sexually assault another person. If a student commits criminal sexual conduct in the school building, on school grounds or any other school property, the school board or its designee can expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5), \*MCL 380.1311[2]). "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code (MCL 750.520b to MCL 750.520g).

37 **SKIPPING OR TRUANCY**

Failure to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or parent/guardian.

- 1st - Suspension 1 day, Phone call or letter sent to Parents
- 2nd - Suspension 3 days, letter sent to Parents requesting a conference with them before the student is re-admitted to class.
- 3rd - The student will be readmitted to class following the successful completion of a parent/administrative conference.

38 **SMOKING**

Smoking in school, on school grounds, or at a school activity. An obvious display of a cigarette, tobacco, or tobacco product. This includes the possession or use of any tobacco free snuff/cigarettes, any nicotine-free, smokeless tobacco products, or vapor products.

- 1st - 3 day suspension and/or attend Health Department Tobacco Free Class
- 2nd - 6 day suspension and/or referred to County Prosecutor's Office and/or Health Department Tobacco Free Class

39 **STEALING**

Dishonestly acquiring the property of another, or others.

- 1st - Paid for or returned, Detention to 5 days Suspension, Possible Police Report

40 **Striking or threatening school personnel and or their property, on or off campus with the intent or purpose of doing bodily harm.**

Immediate Suspension. Legal charges may be filed, notification of local authorities, mandatory admittance back to school by the Board of Education.

41 **SUBSTANCES**

Possessing, using, transferring, or under the influence of any substance which produces abnormal behavior; at any school function or activity or on school grounds at any time. Possessing, using or transferring of alcoholic beverages, narcotics, or drugs which produce abnormal behavior. Drug related paraphernalia are prohibited. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught the student could be suspended or expelled and law enforcement officials may be contacted.

- 1st - Suspension of 10 days - Agency Assessment Grouping - Possible Expulsion

42 **SUSPENSION**

If a student is suspended he/she is not allowed to attend school events during his/her time of suspension or be on school property for any purpose. In the event that school is cancelled on the day of an issued suspension, the student will serve his/her suspension on the next day that school is in session for students.

43 **TECHNOLOGY ABUSE**

A student will not violate the district's "Technology Use Guidelines".

\*Complete Board Policy Available Upon Request in the High School Office.

44 **TRESPASSING**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal.

45 **UNRULY CONDUCT/INSUBORDINATION**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a staff member, or running away from school staff when told to stop constitutes unruly conduct.

46 **VERBAL ASSAULT**

Intimidation or threatening of anyone on school property by verbal, written, or physical means.

1st - Detention or Suspension of 1-3 days and/or expulsion

2nd - Suspension of 5-10 days and/or expulsion

47 **VERBAL ASSAULT AGAINST AN EMPLOYEE**

If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy at school against a person, employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for period of time as determined in the discretion of the school board or its designee (MCL 380.1311[2]).

\*Complete Board Policy Available Upon Request in the High School Office.

48 **WEAPONS/DANGEROUS**

The interpretation of what a weapon is can include look-a-like weapons, b.b. guns, pistols, starter pistols, knives with a blade over three (3) inches in length, pocket knife opened by a mechanical device, dagger, dirk, stiletto, iron bar, brass knuckles, or other devices designed to or likely to inflict bodily harm, including, but not limited to explosive devices. Places where the school district has jurisdiction regarding possession of a weapon include to and from school, at extra-curricular activities, on school busses, and during other school related activities. No pocket knives allowed. Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag to hold for a friend. This is an extremely serious problem and the school district's position is that it can lead to permanent exclusion from the educational setting.

Use of an object as a weapon; any object that is used to threaten or harm another may be considered a weapon.

Intentional injury to another can be a felony and/or a cause of civil action. This violation may subject a student to suspension/expulsion.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL380.1311[2]).

The Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

49 **WEAPONS/DANGEROUS INSTRUMENTS**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that primarily used for self-protection. Dangerous instruments include, but are not limited to: Chemical Mace, pepper gas or like substances; stun guns, BB guns, pellet guns, razors, or box cutters.

50 **WEAPONS/USE OF LEGITIMATE TOOLS AS WEAPONS:**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, or combs, with the intent to harm another.

51 **BULLYING**

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited. This includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. This policy applies to all “at school” activities in the District, and any school sponsored event. Bullying can be physical, verbal, psychological, or a combination of all three.

**The Michigan Department of Education defines Bullying** as conduct that meets all of the following criteria:

- Directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and,
- Based on a pupil's actual or perceived distinguishing characteristic (see below), or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying, as well as false reporting may result in suspension and/or expulsion from school.

\*Complete Board Policy Available Upon Request in the High School Office.

## SCHOOL CALENDAR FOR 2016-2017

September 5	Student Day - Full Day
September 15	School Pictures
October 4	Count Day
October 13	Homecoming
October 18	Staff Day - All Day Student Day - A.M. Only - Release Time 11:45 a.m. Conferences 12:30 to 3:00 p.m.
October 19	Staff Day - All Day Student Day - All Day Conferences 4:00 to 8:30 p.m.
October 20	Staff Day - A.M. Only Student Day - A.M. Only - Release Time 11:45 a.m.
October 11	8,9,10,& 11 Graders PSAT Testing
October 31	Staff Day – All Day Student Day Early Dismissal @ 1:00 Staff PD 1:00-3:00
November 3	End of First Marking Period
November 22-24	Thanksgiving Break
December 15	Staff Day- All Day PD Students- No School
December 22 – Jan 2	Christmas Break - Winter Recess
January 3	School Resumes
January	Staff Day – All Day Student Day Early Dismissal @ 1:00 Staff PD 1:00-3:00
January 16-19	1 <sup>st</sup> Semester Exams
January 19	End of First Semester Staff Day - All Day Student Day Early Dismissal @ 1:00
January 26	Sno-Coming
February 14	Count Day
February 16	Staff Day- All Day PD Students- No School
February 19	NO SCHOOL – President’s Weekend Possible Snow Make-up Day
March 19	Staff Day- All Day Student Day Early Dismissal @ 1:00 Conferences (as needed) 2:00-6:30
March 29	End of Third Marking Period
March 30	No School – Good Friday
April 2-6	Spring Break
April 10	School Resumes
April 11	Junior SAT Test Day
April 14	No School- Good Friday
April 28	Honor’s Banquet
April 29	Prom
May 12-13	Senior Lock-In
May 16	Baccalaureate
May 17	Seniors’ Last Day
May 20	Commencement
May 28	Memorial Day – NO SCHOOL
June 8-9 & 12-13	2 <sup>nd</sup> Semester Exams
June 12	Last Day – ½ Day Students -Release Time 11:45 a.m.

## ***SCHOOL STARTING TIMES & HOURS***

### **2017-18 HOURS:**

1 <sup>ST</sup> HOUR	8:15- 9:03	48 minutes
2 <sup>ND</sup> HOUR	9:08- 9:56	48 minutes
3 <sup>RD</sup> HOUR	10:01-10:49	48 minutes
(1 <sup>ST</sup> ) LUNCH	10:49-11:19	30 minutes
*4 <sup>TH</sup> HOUR	10:54-11:54	60 minutes
(2 <sup>ND</sup> ) LUNCH	11:24-11:54	30 minutes
*4 <sup>TH</sup> HOUR	11:24-12:24	60 minutes
(3 <sup>RD</sup> ) LUNCH	11:54-12:24	30 minutes
5 <sup>TH</sup> HOUR	12:29- 1:18	49 minutes
6 <sup>TH</sup> HOUR	1:23- 2:11	48 minutes
7 <sup>TH</sup> HOUR	2:16-3:05	49 minutes

\*Channel one during 4<sup>th</sup> hour