

# DELTON KELLOGG HIGH SCHOOL

## 2022-2023 PARENT/STUDENT HANDBOOK



10425 PANTHER PRIDE DRIVE  
DELTON, MI 49046

ATTENDANCE LINE - 24/7 (269) 623-1520 PRESS OPTION 2

HIGH SCHOOL OFFICE: (269) 623-1520

# **MISSION STATEMENT**

**Success for all**

## **District Vision**

**A community committed to educational excellence.**

## **DISTRICT BELIEFS**

**WE BELIEVE** our schools should create quality learning opportunities for all.

**WE BELIEVE** all relationships should be built upon respect and responsibility.

**WE BELIEVE** our schools should reflect leadership which builds consensus, ownership, and accountability.

## **HIGH SCHOOL BELIEFS**

Every individual is important.

Every individual has the right to be treated with respect.

Every individual should be a positive role model.

Learning will be more successful when the experience has meaning for the student.

Every individual should make a positive difference.

Positive leadership should occur at all levels.

Positive performances and behaviors will be encouraged.

Instructional excellence and professional competence are keys to quality education.

All students have the right to pursue a quality education.

A positive school setting influences success.

## **NOTICE OF NONDISCRIMINATION**

No child shall be discriminated against because of race, color, national origin, sex or handicap.

**The guidelines contained herein are the official policies and procedures approved by the Delton Kellogg Board of Education.**

# Table of Contents

Mission Statement .....	2
District Beliefs .....	2
High School Beliefs.....	2
Notice of Non-Discrimination .....	2
Telephone Directory .....	5
Board of Education.....	5
Guidance Office .....	6-10
Requirements for Graduation .....	6
Requirements for College-Bound Students .....	7
College Athletic Eligibility .....	7
Testing-Out Process .....	8
Dual Enrollment.....	9
Personal Curriculum.....	10
College Visits .....	10
Academic Excellence .....	11
Academic Integrity.....	11
PowerSchool .....	11
Report Cards.....	11
Honor Roll.....	11
Honors Program .....	11
Senior Tribute.....	11
Graduation Honor Cords .....	11
National Honor Society.....	11
Grade Weighting .....	11
Student Services .....	12-15
Lockers.....	12
Lost & Found .....	12
Guidance & Counseling .....	12
Testing.....	12
Graduation - Related Services.....	12
Transcript Services.....	12
School Equipment .....	12
Work Permits .....	12
Textbooks and Supplies .....	13
Visitors .....	13
Student Council.....	13
Yearbook.....	13
Class Rings.....	13
Media Center.....	13
DK Cafeteria .....	14
Student Photographs.....	14
Surveillance Photographs/Videos.....	14
Health Related Services .....	15
Student Fees .....	15
Driver Education .....	15
Police School Liaison Officer (SLO) .....	15
Student Support Options .....	15
Co-Curricular Activities & Events .....	16
General Guidelines.....	16
Attendance/Participation in Co-Curricular Activities .....	16
Interscholastic Athletics .....	16
Dance Rules .....	16
Emergency Procedures .....	16-17
Fire Alarms.....	16
Severe Weather Procedures.....	17
School Closings/Delays.....	17
Shelter in Place.....	17
Code Yellow.....	17
Code Red.....	17
Transportation.....	17-19
Vehicles.....	17-18

Mini-Bikes, Snowmobiles, Go-Carts, etc.....	18
Bus Transportation.....	18
Co-Curricular Bus Transportation.....	18-19
Self-Administered Medication.....	19
Phone Master Attendance Caller.....	19
Attendance Policy.....	19
Attendance 24-Hour Hotline.....	19
Philosophy.....	19
Definition of Absence.....	19
Attendance Requirements/Expectations for Students.....	19
Documented Absences.....	20
Disciplinary Action - Unexcused Absences.....	20
Tardy Policy/Punctuality Requirements/Expectations for Students.....	20-21
Code of Conduct.....	21-24
In-School Suspension Offenses.....	21-23
Out-of-School Suspension Offenses.....	23-24
Academic Dishonesty Policy.....	24-26
Appeal Procedures.....	26
Suspension and/or Discipline of Special Education Students.....	26
Student Rights.....	26-27
Age of Majority.....	26
Expulsion of Students.....	26
Search & Seizure.....	27
Closed Campus.....	27
Suspension from School.....	27
Board of Education Policies.....	28-41
Student Hazing 5516.....	28
Anti-Harassment 5517.....	29-33
Bullying and Other Aggressive Behavior Toward Students 5517.01.....	34-36
Drug Prevention 5530.....	37-38
Weapons 5772.....	38
Due Process Rights 5611.....	38
Student Network and Internet Acceptable Use and Safety 7540.03.....	39-41
Fight Song.....	42

# DELTON KELLOGG SCHOOLS TELEPHONE DIRECTORY

Superintendent.....	623-1501
Superintendent’s Secretary .....	623-1501
Superintendent’s Office Fax.....	623-1508
High School Principal.....	623-1520
Dean of Students & Athletic Director.....	623-1520
24 Hour Attendance Line.....	623-1520 Press Option 2
High School Fax .....	623-1150
DK Academy Office.....	623-1521
DK Academy Classroom.....	623-1207
Middle School Principal .....	623-1541/623-1542
Middle School Fax.....	623-1548
Elementary Principal/Office.....	623-1531/623-1532
Elementary School Fax.....	623-1538
Barry Intermediate School District.....	945-9545
Food Service.....	623-1223
Head Start .....	623-2096
Maintenance .....	623-1517
Preschool - Blackburn .....	623-1364
Preschool - Malachowski.....	623-1363
Preschool - Nelson.....	623-1369
Preschool – Osborne.....	623-1367
Transportation.....	623-1515

## DELTON KELLOGG BOARD OF EDUCATION

Jessica Brandli .....	President
Kelli Martin .....	Vice-President
Craig Jenkins .....	Secretary
Sarah Austin .....	Treasurer
Rodney Dye.....	Trustee
Vacant .....	Trustee
Robert Houtrow.....	Trustee

All students must sign an acceptable use policy document and a concussion form every year. In addition, athletes must sign an athletic handbook form, each year they participate.

# GUIDANCE OFFICE

## REQUIREMENTS FOR GRADUATION

ENGLISH .....	4 Credits
English Language Arts 9, 10, 11, 12	
SOCIAL STUDIES .....	3 Credits
.5 credits in American Government, US History and Geography, .5 credit in Economics, World History and Geography	
MATHEMATICS .....	4 Credits
Algebra I, Geometry, Algebra II, one math or math related course in final year of high school	
SCIENCE .....	3 Credits
Integrated Science, Biology, Physics, or Chemistry	
VISUAL, PERFORMING or APPLIED ARTS .....	1 Credit
PHYSICAL EDUCATION & HEALTH (.5 credit each).....	1 Credit
ONLINE LEARNING EXPERIENCE.....	
Course, Learning or Integrated Learning Experience	
WORLD LANGUAGE (Class of 2016 -2024) .....	2 Credits
In grades 9-12; OR an equivalent learning experience in grades K-12, or replace 2 <sup>nd</sup> year with additional credit of Visual, Performing, or Applied Art course.	
Total Credits Needed to Graduate (Class of 2018*) .....	22 Credits
Total Credits Needed to Graduate (Class of 2019*) .....	22 Credits

A minimum of the above units of credit and 4 years of attendance are required for graduation.

\*Beginning with the class of 2018, students must have taken a CPR/Defibrillation Class prior to graduation between grades 7-12.

Credits can be recovered through Summer School. Recovered means a class has been attempted unsuccessfully during day school and that credit needs to be acquired by other means.

To receive a regular DKHS diploma and participate in graduation, a student must meet the following:

1. Senior status -15 credits before the first day of the first semester.
2. Must be carrying a full daily schedule (a full day may include dual enrollment, work study, shared time, etc.).
3. Must be scheduled and earn credit in both semesters of senior year.
4. In addition to credits earned during the school day, students can earn credits toward graduation through credit recovery in after hours or summer school. Summer school is for credit recovery only unless special permission is given by the principal. The total number of credits earned in after school and/or summer school is limited to the number of credits a student needs to recover for graduation.
5. Students will not be allowed to participate in graduation ceremonies if there are any outstanding restitution fees.

Students who are lacking credit for graduation and who cannot earn enough credits by their scheduled graduation date using the options listed above, or who for other reasons are no longer full time regular DKHS students will be counseled to attend the DK Academy (Alternative HS). In addition, a “senior” with 14.5 or less credits or less than 12.5 total core credits (required for MMC), a junior with 9 or less credits or less than 7 core credits, and a sophomore with 3.0 or less core credits, will be enrolled into the DK Academy. If at any point throughout the school year a student is at risk of falling behind the required credits, the student may be required to transfer at that time to the academy. DK Academy students will not participate in the DKHS graduation ceremony, but can participate in graduation with DK Academy.

Schedule Changes: Students are encouraged to make schedule changes prior to the start of the semester. Class changes are limited by the course offerings, class sizes and required credits. All changes in classes should be completed by the first two days of the semester. Only student changes that are academically necessary and approved by the principal will be accepted. A.P. classes cannot be dropped, and require a contract to enroll.

## REQUIREMENTS FOR COLLEGE-BOUND STUDENTS

Students should check the college catalogs for the requirements and recommendations for the specific college and curriculum they are planning to pursue. Students who know what field they plan to enter should take all of the courses offered at Delton Kellogg in the academic area, as well as related courses.

Recent studies show that employers are seeking students who are not only qualified in their own field, but also have a well-rounded education in English, math, science, social studies, foreign language, the fine arts and humanities.

Planning a schedule is the responsibility of the student, his/her parents, and his/her counselor. Even though each student plans an individual program, we have included some general suggestions to assist the student.

The following are minimum requirements for a **1 or 2 year program at a community college or vocational school**: courses offered in the intended area of study, plus the minimum graduation requirements. Algebra II, Biology, English Composition and a literature course could also be helpful. Students planning to transfer to a 4-year college should follow the college-bound recommendations.

**General education students** not planning to go beyond the high school diploma level must take at least the minimum graduation requirements. It is recommended that they take elective courses which will develop their talents and interests. These may include vocational, business and college-prep courses.

## NCAA AND NAIA COLLEGE ATHLETIC ELIGIBILITY

Beginning August 1, 1994, a central clearinghouse will certify student-athletes' eligibility for Division I and II. To participate in college athletics as a freshman, you must register and be certified by the NCAA Initial-Eligibility Clearinghouse through the NCAA website. Student release forms and the brochure "Making Sure You Are Eligible to Participate in College Sports" are available in the Athletic or Guidance offices and on the NCAA website. Any student wanting to participate in college athletics should discuss these plans with the appropriate coach, athletic director, parents and high school counselors to make sure you are on the correct academic course.

## CREDIT REPLACEMENT AND REPEATED CREDITS

Students are allowed to retake a course in order to replace grades for classes earned on their transcript. The class must be identical to the previous class taken (i.e. cannot replace a teacher taught class with an online class or independent study). The student then must accept the replacement grade and cannot choose between the two grades.

Students are not allowed to have more than 2 identical credits count towards graduation (exceptions include skill based classes such as Trade Courses, PE, and Band). Students are not allowed to enroll in more than 4 classes taught as Independent Studies for their HS total. After enrolling into 4 classes, the student will no longer be eligible for Independent Study regardless of the situation. All Independent Study courses must be approved by administration.

## INDEPENDENT STUDY COURSES

Students that request independent study courses (including independent AP courses) will be required to take the courses through EDMENTUM Ed Options or Michigan Virtual University. This will allow a consistent grade with increased rigor. This will also prevent students from abusing independent study courses as "blow off courses." Independent study courses would continue to be on a case by case basis with administrative approval. Most independent study courses are due to scheduling hardships. The exceptions are stand-alone classes that are only offered as Independent Study. These courses still require administration approval.

## **Classes taken in the Middle School for High School Credit:**

Starting with the Class of 2023, the students will receive a letter grade and it will be calculated into their High School GPA. ATYP grades will be weighted on a 4.5 scale starting with the class of 2023.

In order to receive HS credit and advance to the next required Math class, Middle School students must earn a passing final grade.

Students who travel to our High School, to an off campus site, a virtual setting or ATYP will receive a letter grade that will be calculated into their High School GPA in accordance with the Delton Kellogg grading scale. Credit will be awarded in 0.50 increments. (Example...English 9A and English 9B).

DKHS students successfully passing health class in the 8<sup>th</sup> grade earn their required HS credit. Students failing to earn their health credit in middle school or transfer students, will be required to take the HS online version of health.

## **Dual Enrollment:**

All dual enrollment courses taken in one semester will result in 0.50 of High School credit regardless of the level of the class or how many credit hours are associated with the college class. College classes that are not on the student's schedule or taken during the summer (and not included on their DKHS fall semester schedule) will not be entered on the transcript (pg. 9).

## **Virtual Learning:**

All virtual learning and online classes will result in a letter grade and will be calculated into student's High School GPA. All online classes must be approved by administration. Students are not allowed to move ahead or take an online class prior to a traditional class without administrative approval.

## **Physical Education Requirement 0.5:**

In the event of a hardship and with administrative prior approval, a student may replace the 0.5 PE credit requirement with one of the following:

3 seasons of Marching Band, 6 seasons of athletics (or 3 sports in one school year) or 0.50 credits of an approved PE course (approved by administration).

## **DKHS TESTING OUT PROCESS:**

Delton Kellogg High School students may opt to test out of high school classes. Students successfully testing out will receive credit equivalent to the credit earned by students enrolled in the course.

1. By passing a comprehensive final exam or other cumulative assessment with a 78% or better, the student will receive acknowledgment of the credit on their transcript, and the grade will be calculated in the student's GPA.
2. All opportunities to test out of a course must have prior approval by administration.
3. A student only gets one opportunity to test out of each class.
4. Testing out must be arranged well in advance and all tests are taken during the summer.

\*All classes (including transfer credits) will be entered into the student's transcript according to Delton Kellogg grade weighting scale.

## **Co-Curricular Participation:**

Student participation in co-curricular activities is a privilege and can be denied by the administration based upon student's circumstances. In addition, participation beyond the 4<sup>th</sup> year of high school needs special permission from the administration.



## DUAL ENROLLMENT

Students may enroll in college courses as part of their high school experience. If you wish to pursue dual enrollment, please see your counselor.

Students are eligible to dual enroll if they:

- Have principal approval,
- Are enrolled in at least one high school course, and
- 1. Show college readiness on a college entrance exam (ACT, SAT, MME) by passing a sub area of the test.
- 2. Show evidence of being “on track” for college by passing the Plan, Explore, or PSAT assessment.
  - a. Show academic success in one of the following areas: AP courses or other advanced courses, multiple teacher recommendations including a teacher in the appropriate subject area, prior college success, or evidence of HS academic success.

\*\* A Student must have evidence of either #1 or #2, and evidence of “a”. Administration may waive certain eligibility requirements for KAMA and TNR and other CTE related programs.

A course which qualifies for dual enrollment must be one which:

- Is not offered by Delton Kellogg High School,
- Is offered, but is not available to the student because of a scheduling conflict,
- Is a college level course which the student has taken and completed at the high school level. i.e.- Anatomy & Physiology
- Is an academic course. Courses in physical education, theology, divinity, or religious education are not available through dual enrollment.

Students dual enrolling may have a portion of the costs of tuition paid for by Delton Kellogg High School provided that the total amount of tuition, and fees does not exceed the allowable amount set forth by the adjusted student foundation allowance. Students are responsible for transportation, parking costs, or any activity fees.

Any student who wishes to dual enroll must complete a Delton Kellogg High School Dual Enrollment form prior to taking the courses. It is understood that any course taken as part of dual enrollment will appear on the student’s transcript with accompanying grades. Final grades will be included in the semester GPA, cumulative GPA, and class ranking.

## Early Middle College (EMC)

Plan has to be put in place by 10<sup>th</sup> grade year.

The Early/Middle College (EMC) at Delton Kellogg High School gives students an opportunity to earn an Associate Degree or certificate along with their high school diploma. Students will be able to save both time and money as they pursue a college degree. Be aware, they will have an additional year of high school (13th grade) to complete their college program at Kellogg Community College.

The EMC is structured so that students gradually increase their exposure to college courses over a five-year span. Initially, (9th grade) all of the students’ schedules will be comprised of traditional high school classes. As students progress through their educational plan, they will be exposed to more college courses. By the time they reach the 13th grade, all of their coursework will likely be on-site at the college campus. Students in the EMC program will receive support services to assist them in their transition from high school to college.

EMC expands on dual enrollment and puts students on a specific career path that leads to certifications, degrees, and job training. EMC is only available for the following 3 program tracks at DKHS: Nursing, Computer Programming,

and Business Management. If a student chooses EMC, they are making a commitment to a specific program track in a 5th year of high school, which will consist of college coursework taken at KCC.

Students who consider the EMC must be willing, motivated, and up for the challenge to perform successfully at the college level. In addition to the college coursework, students must successfully complete all of the requirements of the Michigan Merit Curriculum by the end of their 4<sup>th</sup> year of high school. However, many of the EMC courses they will take within their program can count toward MMC completion. Successful students will walk at the graduation ceremony after their 4<sup>th</sup> year of high school but will not receive their diploma until the end of their 5th year.

EMC at Delton Kellogg will only be available with Kellogg Community College. There will be times that KCC will offer needed courses in Hastings at the Fehsenfeld Center as well as their main campus in Battle Creek. Students will need their own transportation to those college campuses.

Attached is a link to Early Middle College FAQs that can give more details and answer many of the questions you may have about EMC.

Visit our website for more information and specifics about our program paths.

<https://www.dkschools.org/site/Default.aspx?PageID=128>

[https://www.michigan.gov/documents/mde/EMC\\_FAQs\\_634735\\_7.pdf](https://www.michigan.gov/documents/mde/EMC_FAQs_634735_7.pdf)

## **PERSONAL CURRICULUM**

A personal curriculum (PC) is a tool that is provided for in Michigan Law 380.1278b that allows specific modifications to be made to certain requirements of the Michigan Merit Curriculum (MMC) in order to individualize the rigor and relevance of the educational experience. While the law specifies the areas in which modifications may be made for specific groups of students, the PC is intended to help make the MMC accessible to all students while maintaining the academic rigor required to uphold the integrity of the high school diploma. If you are interested in inquiring about a personal curriculum, please see the school counselor.

In 2006, the State of Michigan, through the legislative process, implemented the Michigan Merit Curriculum. For students with an Individualized Education Program (IEP), the IEP is used to document special education services necessary for the student to access and achieve in the Michigan Merit Curriculum (MMC). A PC can be used to modify any content within the MMC for a student with an IEP if he or she needs it in order to access and achieve in the MMC. The EDP, IEP, and PC must work together to map out an educational plan that meets the student's needs.

## **COLLEGE VISITS**

College visitation/job exploration (juniors and seniors) must be pre-arranged 24 hours in advance. Juniors and seniors will be allowed one college visit per semester. These can be accumulated for seniors to use.

# ACADEMIC EXCELLENCE

Academic Integrity (Honor Code): It is expected that students complete and receive credit for their own work. Cheating of any kind will not be tolerated. This means cutting and pasting from the internet, Wikipedia, the text, etc. If the instructor suspects that work the student has submitted is not his/her own, a conference between teacher and student will be arranged to discuss the instance of dishonesty and the consequences. Students who cheat, plagiarize, or otherwise act without academic integrity, will receive no credit for the assignment, must complete the work to remain eligible for the final exam, and will be referred to the office.

PowerSchool: Parents may access their student's records electronically through PowerSchool. The parent may access student grades, attendance, and discipline. Parents wishing to utilize this service should contact the DKHS Main Office (623-1520).

Report Cards: Report cards will be available at the end of the semester and emailed out to families. The report card will display cumulative grade for the entire semester for each class and GPA for semester and cumulative GPA. Please log into PowerSchool for more details concerning grades.

Honor Roll: An Honor Roll is tabulated each semester. To earn Honor Roll status, a student must earn a grade point average of 3.0 or better.

Honors Program: The annual DKHS Honors Program strives to recognize freshmen, sophomores, and juniors who have displayed excellence in their levels of achievement. All recipients and their families are invited to attend this celebration.

Senior Tribute: Annually, these awards are presented at the Senior Tribute by the faculty of DKHS to graduating seniors displaying superior scholarship, citizenship, leadership, service, and interscholastic athletic ability. Overall academic excellence is also acknowledged, as are national, SAC, State of Michigan, MHSAA, and college/university honors.

Graduation Honor Cords: Honor Cords are awarded to graduating seniors on the basis of their cumulative grades. Tabulation of GPAs will include all cumulative grades beginning with the first semester of the student's freshman year, and up to and including the first semester of the student's senior year. A student must be on the Michigan Merit Curriculum to qualify for honor cords.

National Honor Society: NHS is a prestigious organization which recognizes students for excellence in academic achievement, positive leadership, school/community service, and character with integrity. Sophomores, juniors, and seniors with an overall grade point average of 3.5 or better are invited to participate in the NHS selection process. Candidates submit a resume highlighting their accomplishments and activities, and faculty members evaluate students they know. All information is then carefully examined by the Faculty Council, appointed by the Principal, and final invitations for membership are made in accordance with the stringent national standards. Sophomores may choose to join as provisional members, while juniors and seniors are granted full membership status. Those candidates who are not invited to join are notified in person by the NHS advisors, and suggestions for improvement are offered for future membership consideration. Students who grossly misrepresent the National Honor Society could be stripped of their lifetime membership. COC students are not eligible for NHS.

Grade Weighting: All AP courses and ATYP (ATYP courses begin with the class of 2023) courses will be weighted on a 4.5 GPA scale. Dual enrollment courses will be given a standard letter grade and will be used in GPA calculation on a 4.0 scale as with all standard HS courses. Middle school courses taken for HS credit will also receive a letter grade and count towards graduation GPA starting with the class of 2023.

Certificate of Completion: A student who does not meet the requirements for a Michigan High School Diploma may earn a Certificate of Completion (COC). A COC is an endorsement from the HS Principal/Superintendent in lieu of a HS Diploma that allows a student to complete high school and pursue post-secondary options. To qualify for a COC a student must have an IEP or other approved circumstance, have been enrolled in a full schedule of classes, and have progressed sufficiently through their curriculum. Students that receive a COC are not included in class ranking. COC students will participate and walk during general school graduation ceremonies.

Grading: Semester grades are calculated with the following percentages: 40% 1<sup>st</sup> marking period, 40% 2<sup>nd</sup> marking period, 20% final exam.

# DKHS STUDENT SERVICES

Lockers: A hallway locker will be assigned to each student. This locker and its combination should **not** be shared with anyone. Lockers are issued for storage of school materials and personal apparel only.

The school retains ownership of the lockers and has **the right to inspect** these lockers and the content within at any time. The legal rights of the students, however, will be respected. Padlocks will **not** be allowed on hall lockers, unless there are special circumstances; and keys must be provided to the office.

A charge may be assessed by the school when damage has occurred to a locker or when a student has not removed his/her materials at the end of the school year.

Hall or gym lockers are not designed to store valuables, and students are encouraged to leave valuable items at home. Gym lockers are for athletic items only.

Lost and Found: Articles found in or around the building should be taken to the DKHS main office, where a lost and found department is maintained. Similarly, the Physical Education Department maintains a lost and found department in the locker room for gym and athletic articles.

Guidance and Counseling: Individual, as well as group, counseling services are available for students seeking personal and career-related assistance. By making an appointment with the guidance counselor, students may receive help with their course and college selections, test administration and interpretations, personal or social adjustment concerns, and deeper emotional problems. Complete confidentiality is assured.

Testing: A wide variety of testing services are available to DKHS students. College entrance examinations, National Merit Scholarship Qualifying tests, Advanced Placement exams, and the Armed Services Vocational Aptitude Battery are but a few offered by or through our Guidance and Counseling Department. Standardized State Assessment testing for diploma endorsements is also offered on our campus each fall and spring for tenth, eleventh and twelfth graders.

Students with special needs may also contact the Guidance Office for assessment or referrals to other agencies.

Graduation - Related Services: Our vendor offers a wide variety of graduation related supplies and memorabilia for DKHS seniors. Announcements, memory books, jewelry, mugs, caps and gowns are but a few of the products students may purchase when a sales representative visits our campus. Students are asked to make a minimum deposit and pay the remaining balance when their product arrives. Any modifications or changes to traditional graduation ceremonies must be approved by the senior class sponsor and administration.

Transcript Services: Portfolios are maintained for each DKHS student by the Guidance Office and given to seniors upon graduation. Periodic graduation requirement checks are made with students by their counselors.

Graduates needing a copy of their transcript are asked to contact the main office for assistance.

School Equipment: School equipment and facilities are to be used under the supervision of a staff member. School equipment is not to leave the school premises without the approval of the administration. Care in use of the equipment and facilities are expected at all times, and restitution will be expected for damages incurred due to carelessness and/or maliciousness.

All equipment, technology devices, athletic equipment, media center materials, band instruments and uniforms, etc. provided by authorized personnel are the property of and belong solely to Delton Kellogg High School. Damage, loss, or misuse of such items will be billed to the individual to whom these damaged or lost items were officially issued. Failure to provide restitution will result in a discipline referral for insubordination, possible civil action, and denial of walking at graduation for seniors. (See Code of Conduct)

Work Permits: Michigan law requires that minors ages of 14 through 17 obtain an employment certificate before they are allowed to accept employment of any kind. These certificates may be obtained from the DKHS Main Office. Administration has the right to deny work permits.

Textbooks and Supplies: All required textbooks, workbooks, certain technology devices, and supplies will be provided to each student by classroom teachers. Students, however, are responsible for the care of these materials. If they are lost, damaged, or destroyed, the student will be required to pay for the items *before* replacement will be made. Payments should be made in the DKHS Office, where receipts will be issued.

Visitors to DKHS: All visitors must first report to the office. If a parent/guardian wishes a conference, every attempt will be made to accommodate his/her availability and that of the school personnel involved. Permission from the office must be obtained for guests or pets visiting classrooms. Visitors are not allowed the first two weeks of school, the last two weeks of school, exam days and days immediately preceding vacations.

**Only visitors with a background check will be allowed access to the school beyond the HS office.**

All doors will be locked at 7:55 a.m. Students and visitors should only enter through the main office doors.

Should a parent/guardian need to meet with an instructor they should call or email the instructor to make an appointment.

All student deliveries will be held in the office until the end of the day, at which time students will be called down.

Student Council: The Student Council at DKHS sponsors and organizes many school activities, including Homecoming and WinterFest, as well as community service projects such as the Blood Drive and Food Drive. The Student Council consists of elected Student Board members and class officers. Student Board members include the Executive Board (President, Vice President, Secretary, Treasurer, Sergeant At-Arms) and four Class Representatives from each class. Each class elects a President, Vice President, Secretary, and Treasurer to preside over class meetings and organize and conduct class activities. Faculty Sponsors work with the Student Board and each class to oversee their activities and encourage all students to take an interest in our school and to participate in Student Council sponsored activities.

Yearbook: Yearbooks may be purchased by DKHS students and community. This popular keepsake is produced annually by the Yearbook class. Students may order their yearbooks online or through the Yearbook class.

Class Rings: Students may purchase class rings on our campus through an outside vendor. A company representative will visit DKHS during the school year and offer a variety of ring styles to our students. Prices vary depending on the students' preferences.

Media Center: The Media Center offers a variety of services and strives to meet the educational needs of students and staff.

Books are located on the shelves according to the Dewey Decimal classification system with a separate section of specific reference works. Media Center computers also allow students to access the Internet and the wide variety of on-line research material available. Materials from the Delton District Library are also available to DKHS students.

Books and audio-visual materials may be checked out for two weeks and are renewable. There is no limit on the amount of material which may be checked out – with the Media Center Director's permission. Reference materials may be used either in the Media Center, checked out for one class period, or checked out at the end of the school day, if returned before the next school day begins.

Students may **not** check out any additional materials if they have **overdue** materials. The overdue list is updated periodically and individual notices are sent to students via their first hour teachers.

When items are lost, damaged, or destroyed, the student to whom they have been issued is required to pay the amount it would cost the Media Center to replace them.

The basic rule is: Please be considerate of others. We want a working atmosphere with consideration given to those who need quiet time to read and concentrate. Students are asked to sign in at the main Circulation Desk upon arrival and present their passes to the Director or an assistant. Similarly, students should sign out and collect their signed passes upon completion of their Media Center business. Uncooperative students will be asked to return to their assigned classes and their teachers will be notified. The media center is also used for technology sign out and return.

DK Cafeteria: The Delton Food Service Staff provides a wide variety of nutritious, delicious breakfasts and lunches each day. Please see the lunch program documents in the back of this handbook.

Breakfast is served every morning from 7:40 a.m. – 7:55 a.m. A large selection of hot breakfast entrees is offered each day. Cold cereal is also available daily. Breakfast is free for all students.

Lunch features a main dish selection each day as well as a hot or cold sandwich, salads, and pizza. Main menu lunch prices are \$3.00 for full pay and \$.40 for reduced pay students. Also, there are many other items featured ala carte at an additional charge. Prices are subject to change.

Payment: Students may pay cash for their meals or use the DKS Lunch system. When using the Lunch system, students may deposit as much money as they wish. After depositing money, students are able to debit their account. When purchasing meals, students must use their school ID with bar code. The same procedures apply to our free and reduced pay students.

Delton Kellogg students (grade K-12) may charge their lunch if they forget their lunch or lunch money. They are required to repay the charge back on the next school day. Students are never allowed to charge a la carte items.

Please remember, you can always fill out an Application for Free and Reduced Price Meals at any time during the school year, if your household demographics and/or income has changed. Additionally, if your child receives benefits for free/reduced lunches they also qualify for free/reduced breakfast. Applications are available online through the district website and paper applications are available in the office.

Cafeteria Expectations: Students are asked to eat their meals and conduct themselves in an orderly, courteous manner. All dishes, eating utensils, etc., are to be returned or properly discarded. Demonstrating pride in our beautiful dining commons by keeping it clean is greatly appreciated.

Exchange Students: Delton Kellogg accepts up to 12 exchange students per school year. DKHS partners with ICES USA and Rotary International for our exchange student services. If you would like to host an exchange student, please contact the HS.

Fundraising: All fundraising must be approved by school administration and the School Board of Education.

Student Photographs: All students may purchase photographs from our school vendor, which visits our campus during the school year. Many different photo packages are available and prices vary, depending on the students' choices for the DKHS Yearbook. All students are asked to have identification photographs taken at one of these sessions, **even if they do not wish to purchase pictures**. Seniors frequently opt to visit photographic studios for their final high school pictures, but may still choose to take advantage of the photographic opportunities provided by our vendor. Athletic team photos and prom pictures are also available for students desiring to purchase.

Surveillance Photographs/Videos: The board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify students through student/parent handbooks that video surveillance may occur on district property.

Students in violation of board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies.

Video records may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Mental Health Support: DKHS partners with Spectrum and Pine Rest counselors to provide cost free mental health services to Delton High School students on campus. This support includes risk assessment, individual counseling, group counseling, and other supports based upon student need. Parental consent is required.

Health Related Services: Vision and hearing tests are scheduled every year. Students will not be allowed to enroll in school until they provide documentation that they are up-to-date on their immunizations.

Physical examinations for prospective student athletes may also be obtained on campus for a reasonable price. The dates of these physicals will be announced by the Director of Athletics.

All students participating in athletics need to have a signed concussion protocol form on file in the office. This form is filled out yearly.

Student Fees: A voluntary student fee of \$15.00 is assessed each year to help defray the costs of various class expenses. Students may pay this fee annually or in one lump sum of \$50.00 in the freshman year for all four years of their career at DKHS. Payment of the student fee assures students of many discounts, particularly at Prom and Graduation.

Driver Education: In the State of Michigan, young drivers must now progress through a graduated license program. It is designed to help young people gain the knowledge and skills they need to drive a motor vehicle safely.

Delton Kellogg will no longer offer these services to students, but we can recommend vendors that would best meet the needs of your student.

This program is year to year as decided by the Board of Education.

Police School Liaison Officer (SLO): Delton Kellogg Schools and the Barry County Sheriff's Department have formed a partnership and established the Police School Liaison Officer (SLO) position. The duties of the Liaison Officer are centered primarily on the prevention of problems and maintaining a safe environment for students rather than the apprehension of juvenile offender(s). The part-time police officer's daily routine may take a variety of avenues, including but not limited to, formal classroom presentations and investigations of various activities. The goal of the SLO program is to establish rapport with students, faculty, parents and the community as a means of helping students to grow and develop into well-rounded citizens. The benefits of the SLO program translate into the individual student being assured that not only he/she will receive fair and impartial treatment, but that his/her birthright to learning and growing in a safe, healthy, and concerned environment is being protected.

Beginning in January of 2000, Michigan Public Act 104 requires the exchange of information regarding law violations by students from the police and courts to the schools and the reporting of various incidents and school violations to law enforcement officials. The SLO assists in the coordination and reporting of this information.

Advanced Placement Courses (AP Courses): All students taking an AP course will be required to complete an AP contract and have it signed by the student and parent. The AP contract ensures a student's prior knowledge of the rigorous requirements of an AP course. Contracts are available in the guidance office. Students must opt out of the AP test if they choose not to take it or else, they must pay a cancellation fee.

Student Support Options: There are a number of options available to assist students in their academic and behavioral progress at DKHS. Early intervention can be extremely helpful in finding solutions for student success.

The counseling office has multiple options and contacts for outside agencies that specialize in assisting students and families with unique issues.

DKHS also has the success center which is an after school program that assists students in their studies. This is typically offered 2-3 times per week. DKHS also has an Academic Enrichment Period (AEP) where students are afforded an opportunity to receive remedial services, additional help through peer tutoring, and increased time for academics, daily. This service is provided by their current teachers.

Child Studies (intervention meetings) may be requested by parents, students, teachers, and administration. The process is intended to help students that are having difficulty with demonstrating progress i.e. social, emotional, behavioral and/or academic areas. Contact the building principal to request a meeting.

Character Education is a focus at Delton Kellogg Schools. This educational curriculum focuses assisting students in the development of important social skills. Those characteristics consist of Respect, Responsibility, Kindness, Integrity, Perseverance, Cooperation, and Citizenship.

# CO-CURRICULAR ACTIVITIES AND EVENTS AT DKHS

General Guidelines: The DKHS Code of Conduct applies to all DKHS students at all times on campus and any school related events on or off campus.

Students are to remain in the designated areas for all activities and events under direct adult supervision. The administrator reserves the right to deny admittance to any individual.

Attendance/Participation in Co-Curricular Activities: Students that are not academically eligible (passing 67% of their current classes for the marking period) shall not participate in events other than practices (play, band concert, athletic games, quiz bowl meets, etc.). Students may not participate or attend any practices/events and extra-curricular activity if the absence is for more than two class periods without approved documentation given to building administration. If a student is too ill to attend class, he/she is too ill to participate in athletics or extra-curricular activities. Disciplinary absences will be considered in the following manner for the student:

- In-School Suspension and/or Planning Room referrals may participate in practices, but not in same day contests.
- Out-of-School Suspension **MAY NOT** participate or be on school grounds.

Interscholastic Athletics: DKHS offers a full slate of competitive sports for both men and women. The Panthers participate in the Southwest Athletic Association (SAC) of schools and belong to the Michigan High School Athletic Association. Interested students are asked to contact the Director of Athletics to obtain further information.

## Dance Rules:

1. All Delton Kellogg High School Code of Conduct Rules applies to dances.
2. **Guest passes** must be obtained from the office 24 hours prior to a dance for anyone not currently attending DKHS. The conduct of guests is the responsibility of the host student. HS students only.
3. Once a student or guest enters the dance and is stamped, that student or guest may not leave and re-enter.
4. Chaperones:
  - A. Will be provided by the organization sponsoring the dance with approval of administration.
  - B. Parents are encouraged to attend dances as guest chaperones.
  - C. One chaperone will remain at the gate at all times.
5. Dance Sponsors:
  - A. All dances must be approved by the Student Board and High School administration.
  - B. Sponsors are required to furnish workers.
6. Violators of these rules are subject to action consistent with the Student Code of Conduct.

## EMERGENCY PROCEDURES

Delton Kellogg Schools conduct various emergency drills throughout the school year including at least 5 fire drills, 3 lockdown drills, 2 severe weather drills, and 1 Cardiac AED drill. These drills will be posted on our website.

Teachers will go over emergency procedures with all students within their classrooms.

**In the event of an actual emergency, parents will be notified as soon as time permits through our robocall system.**

Fire Alarms: The sounding of the fire alarm is the signal for evacuation of the building. The entire building must be evacuated under all circumstances when this alarm sounds. Maps for leaving DKHS are posted in each



classroom, and exits will be explained to students by the instructors. During lunches, before and after school, and between classes, students are to use the nearest exit. Please keep in mind that a real fire and intense heat may cause windows to explode outwardly, therefore, safe evacuation should not only be swift and orderly, but students and staff should be at least 100 feet from the building. Only if and when the all-clear signal is given should students return quickly to their classrooms.

Severe Weather Procedures: A tornado watch means tornadoes are expected to develop; a tornado warning means a tornado has been sighted.

The severe weather alarm will be sounded over the public address system or by verbal dismissal from office personnel if electrical power is out. During severe weather, students should not be within 25 feet of outer doors and should also be at least 10 feet from windows.

In the event of severe weather that jeopardizes the safety of students, they will be released from school if time allows them to reach home safely. Shelter and supervision will be provided for the students in the school if time does not allow students to reach home safely via school buses.

In the event of a tornado watch, students will remain on campus during normal school hours and all after-school activities will be canceled.

In the event of a tornado warning, students should follow emergency procedures as directed by school personnel. Students will not be released until the ‘all clear’ signal has been issued. Parents should not attempt to pick up their children in these events. All after-school activities will be canceled.

In open country, as in outdoor physical education activities move away from the tornado’s path at a right angle. If there is not time to escape, lie flat at the nearest depression such as a gully, ditch or ravine.

School Closings/Delays: In case it is necessary to cancel or delay school, the following radio and television stations will be notified:

Kalamazoo..... WWMT .....Channel 3  
Battle Creek..... WOTV .....Channel 41  
Grand Rapids..... WOOD .....Channel 8  
Grand Rapids.....WXMI ..... Channel 17

A robocall will also announce these closings and/or delays. A robocall will also make telephone cancellation announcements the morning of a cancelled day. Please do **not** phone the school or bus garage.

We work hard to create a safe and friendly place for students and to prevent harmful events from ever happening. The District Crisis Plan is in place with procedures and teams of staff at each building who are ready to respond to emergencies which might arise. Codes are used when necessary:

Shelter in Place: Students are removed from common areas for privacy (medical emergency)

Code Yellow: This is an outside threat.

Code Red: This is an inside threat

To effectively execute our District Emergency procedures, our partnership with you at home is vitally important. Parents need to be certain that their children know where they are to go in the event of an emergency dismissal of any kind. It is also crucial to keep school secretaries informed **in advance** of all potential emergency contacts for your family.

## TRANSPORTATION

Vehicles: **All students must register their vehicle in the main office and obtain a parking permit.**

1. Parking in the lot must be in correct lane formation. Student parking is in designated lots based upon their parking stickers.
2. All drivers must drive in a responsible manner with care and caution.
3. Students are **not** to remove vehicles from the school grounds between the time of arrival and school dismissal unless permission is obtained through the office.

4. Students are **not** to be in or around motor vehicles while school is in session including lunch hours or when a school activity is in progress. The only exception to this rule is if the student has obtained a pass signed by the office.
5. Careless or exhibitionist driving on school grounds will not be tolerated and will result in suspension of driving privileges on school grounds and/or prosecution by law enforcement officers.
6. Vehicles are to be locked and valuables removed. The school is not responsible for any personal property kept in vehicles.
7. The administration reserves the right to inspect any vehicle parked on school property.
8. If a canine search alerts on a vehicle, that vehicle will be searched.
9. Refusal to allow the search of a vehicle will result in the loss of driving privileges for a year.
10. Students who remove their vehicle during a canine search will also receive a 10 day out of school suspension for leaving campus without permission.
11. Students are to enter and exit the high school through the main high school driveway only.

VIOLATION OF THE RULES MAY RESULT IN LOSS OF DRIVING PRIVILEGES ON SCHOOL PROPERTY AS WELL AS DISCIPLINARY CONSEQUENCES INCLUDING OSS FOR 3-10 DAYS.

**STUDENTS ARE NOT ALLOWED IN THE HIGH SCHOOL UNTIL 7:40AM. STUDENTS THAT ARRIVE EARLY MAY WAIT IN THE MAIN OFFICE ENTRYWAY.**

Student Drop Off and Pickup: Parents and Guardians that are dropping off and picking up students before and after school will be required to do so in the Aux Gym parking lot on the north side of the building. Personal vehicles will no longer be allowed in the upper parking lot, between the hours of 7:15am-8am and 2:40pm-3:00pm, due to student safety issues.

Mini-Bikes, Snowmobiles, Go-Carts, Etc.: Use of Delton Kellogg School property including parking and/or driveway facilities by non-licensed motor driven vehicles is prohibited. (Examples: go-carts, snowmobiles, mini-bikes). Furthermore, the use of the school district's parking and driveway facilities by motor vehicles shall be for attendance at Board-approved activities only — any other use of same is prohibited.

Bus Transportation: Delton Kellogg transportation is an extension of the educational day. All school rules and regulations are in effect during the time of the transportation, boarding/exiting and waiting for the arrival of the bus. The transportation department and school administrators will work in together when disciplinary infractions are severe or persistent. The transportation department will provide all riders with a comprehensive handbook of expectations.

1. All students are to remain seated while the bus is in motion.
2. Students must keep their hands off other riders and their personal possessions.
3. The use of obscene or profane language is prohibited.
4. Noise must not be excessive. The driver will be the sole judge as to how much noise is to be tolerated.
5. Students may not eat or drink on the bus.
6. Students may not bring glass containers on the bus.
7. Smoking, e-cigarettes, lighting lighters or matches on the bus will not be tolerated. Laser lights are not permitted.
8. Defacing or destroying school property while riding the bus will result in disciplinary action and/or restitution.
9. Only Delton students will be transported by the school bus.

Co-Curricular (Bus Transportation): The same basic rules also apply to contestants riding buses to athletic events and participants using bus transportation for band concerts and marching festivals.

1. Some events may require that participants eat on the bus; however, students and sponsors are responsible for cleaning the bus upon return.
2. Glass containers will not be permitted on the bus.
3. One sponsor will sit at the rear of the bus.
4. If a student rides the bus to an event, the student must return to school on the same bus. The only exception is when a student has written parental permission approved by the sponsor or coach or direct communication takes place between the sponsor or coach and parents. A copy of the permission must be given to the coach and a copy on file in the high school office prior to departure of the bus.
5. If a student is suspended from riding the bus, he/she will not be allowed to ride for co-curricular activities.
6. When transportation is not available, parents will provide transportation for students. More information will be given by the program director prior to parent provided transportation.

# SELF-ADMINISTERED MEDICATIONS

Self-administration means that the student is able to consume non-prescription medication in the manner directed by the physician without additional assistance or direction.

1. The student's parent/guardian must provide written permission, requesting that the school allow the student to self-administer medication (non-prescription/ over-the-counter medication). Forms are available in the office.
2. Prescription medications are given by office staff only. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration, and the physician providing instruction must be provided to the school. The medication must be kept in the office. Students are not allowed to be in possession of prescription medication.

All medication needs to remain in the original bottle or packaging.

## PHONE MASTER ATTENDANCE CALLER

Delton Kellogg High School has installed an attendance line to contact parents regarding their student's absenteeism. Parents will know within 24 hours if a student has missed a class. If there is an error regarding the absence, parents will be able to call the attendance office at 623-1521 for clarification.

Once daily attendance is entered into the computer, the system will automatically select students who are absent. If a call excusing that student's absence has not been received, a recorded message will be sent to that student's home number. The recording will state that a student was absent for one or more hours that day. Parents and/or students should follow up immediately to verify absences. It is critical that doctor/dentist notes be submitted to the office so that the absences can be excused as documented.

## ATTENDANCE POLICY

**Attendance 24 Hour Line Number: 623-1520**

**Philosophy:** It is our society's philosophy that exhibiting respect and responsibility is important to a person's success. A major factor that society uses in judging respect and responsibility is evaluating a person's time commitments (i.e., attendance and promptness). Two major reasons for failure in the world of work and in school are frequent absences and a disregard for starting and ending times.

In the State of Michigan, all students under the age of 18 are required by law to attend school. Students who are 18 years or older are expected to abide by the building attendance policy. In addition to upholding the attendance policy, DKHS personnel are charged with reporting truant students to the appropriate government agencies. Students whose absences cannot be verified will be considered truant. Chronic undocumented absences will result in a truancy referral to appropriate county agencies (for students under the age of 18).

It is imperative that parents/guardians notify the attendance office when a student is not in school. If written or verbal notice is not received from a parent/guardian, it will be considered unexcused.

**Definition of Absence:** An absence is defined as missing 10 minutes or more of a given class, not including school sanctioned activities. If students are out of class without permission from the teacher, they will be considered to be skipping and have an unexcused absence.

**Attendance Requirements/Expectations for Students:** It is expected that parents will notify the office of minor illnesses that keep a student out of school. Attendance will be calculated each semester. The school does recognize that there are certain absences which, if documented, are exempt from the above attendance requirements. *While parent calls are recorded, they are not considered documented absences.* These absences are:

**Documented Absences** (All absences must be verified in writing.)

- Funeral/bereavement - immediate family
- Court attendance
- College visitation/job exploration (juniors and seniors) must be pre-arranged 24 hours in advance. Juniors and seniors will be allowed one college visit per semester. These can be accumulated for seniors to use.
- Hospitalization and recovery from accident/surgery
- School sponsored activities (School business)
- Observances of sacred holidays
- Confidential personal matters (shared with counselors, administrators or teachers)
- Documented illnesses

Students will be allowed one school day to make up missed work for each day of documented absence. All other absences are at the discretion of the teacher and will be clearly stated in the course syllabus.

Teachers may have attendance requirements for their specific classes based upon classroom instruction and activities. These expectations may be calculated into their grading scales.

### **Disciplinary Action - Unexcused Absences**

Students who skip classes will be disciplined according to the guidelines set forth in the Student Code of Conduct.

### **Punctuality Requirements/Expectations for Students: TARDY POLICY**

The purpose of the DKHS tardy policy is to create a culture in which:

- Students learn the importance of punctuality and the respect that it shows to all people involved
- The disruption to the learning process is minimized
- Students learn how to manage their time effectively while managing their social affairs and responsibilities associated with school

A tardy is defined as a student who is late to class. If a student is 10 minutes late or more to class, it will count as an absence and the student will still advance through the progressive tardy discipline.

The following consequences will be given to students who are tardy to class (except for first hour, which will fall under the late to school policy):

1<sup>st</sup> Tardy verbal warning from teacher

2<sup>nd</sup> Tardy verbal warning from teacher

3<sup>rd</sup> Tardy Email or call home to parent (PSR personnel)

4<sup>th</sup> Tardy **After school detention** for 30 minutes. (Parent contact)

5<sup>th</sup> Tardy **After school detention for 60 minutes.** (Parent contact)<sup>^^</sup> PSR will arrange a meeting with parent and other involved parties (teacher, admin, etc.)

6<sup>th</sup> Tardy After school detention for 60 minutes. (Parent contact)

7<sup>th</sup> Tardy After school detention for 60 minutes. (Parent contact)

8<sup>th</sup> Tardy OSS (parent contact)

9<sup>th</sup> Tardy OSS based upon Insubordination\* (parent contact)

<sup>^^</sup> If a student accumulates more time than can be served at the next scheduled after school detention, they may be subject to 1 day ISS and/or OSS with continual tardies.

\* If a student accumulates 9 or more tardies and receives OSS suspensions they will be considered insubordinate. This is an act of failing to respond to or carry out a reasonable request/directive by school personnel.

1<sup>st</sup> offense = 1-3 days OSS \*\*

2<sup>nd</sup> offense = 3-5 days OSS

3<sup>rd</sup> offense = 5-10 days OSS, with possible recommendation to the Board of Education for long term suspension

\*\* Administration reserves the right to look at other forms of disciplinary action that may include community service, loss of graduation ceremony privileges, or other alternative actions.

After school detention (ASD) rules must be followed or the day will have to be repeated. If a student misses an ASD, then an additional day of ASD or similar consequence will be given in addition to making up the ASD.

## LATE TO SCHOOL

The progressive tardy policy consequences apply to students that arrive late to school as well. However, this is a separate category. A student that arrives late to school for any amount of time will follow the same 9 disciplinary steps as the tardy policy. "Late to school" means arriving after the tardy bell at the beginning of the school day at any point in the day (ex. a student arrives to school during third period class). A student will be excused only if they have a documented excuse from a professional (a parent call is not considered a documented excuse). These will not be added to traditional tardies during the school day.

## CODE OF CONDUCT

The examples included in this handbook are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations and rules. The offense and penalties are only guidelines. Actual circumstances and the severity of those circumstances may dictate disciplinary action. Administration may also assign consequences aside from in-school and out-of-school suspension if they deem it appropriate for the violation.

**Suspend:** "to exclude a pupil from school for disciplinary reasons for a period of less than 60 days."

**Expel:** "to exclude a pupil from school for disciplinary reasons for a period of 60 or more days."

### Violation Categories

I – In-School Suspension Offenses

II – Out-of-School Suspension Offenses

**I - In-School Suspension Offenses** - Unethical behavior – Cheating, lying, forgery, plagiarism, etc. (See Academic Dishonesty policy)

During an in-school suspension, students will be expected to complete class work and behave in a respectful and mature manner. The student will also evaluate his/her behavior and develop a plan of improvement.

Students who fail to meet the requirements of the in-school suspension room will be sent home on an out-of-school suspension. The student will then re-serve the entire consequence that was given for the initial offense. The following offenses may result in a minimum of one hour and a maximum of 10-days of in-school suspension:

- Possession of lighters, wrappers (ZigZags), obscene toys and clothing, or any other item that may cause a distraction to the school or classroom. (Items will be confiscated and not returned)
- Profanity/Obscenity – Use of unacceptable, inappropriate, offensive or vulgar language and/or action
- Lack of Cooperation – Disorderly conduct, repeated noncompliance with a reasonable request, insubordination
- Unethical Behavior – Cheating, lying, forgery, plagiarism, etc.
- Dining Commons Violations – Throwing or misuse of food, throwing away utensils, not taking care of trays properly, etc.
- Leaving School Grounds – Leaving the school during the day without permission from the office and having signed out of the building
- Skipping – Failure to attend classes, activities, meetings, and assigned lunch period – repeated offenses can result in OSS
- Campus Violations – In halls or parking lots without a pass, running in halls, sitting in halls, public display of affection, horseplay, unacceptable behavior at extra-curricular activities
- Dress/Appearance – Failure to meet the guidelines for appropriate physical appearance as outlined below.

- Although a student's taste in dress is not dictated by the school, the school does require certain standards that are based upon factors of health, safety, and maintaining the orderly function of the school. It is expected that students should come to school clean, well groomed, and in attire that is not offensive or distasteful. Examples of clothing not considered appropriate for the classroom include, but are not limited to:
  - Bandanas and hoods (not allowed in any classroom including the trades)
  - Sunglasses
  - Clothing with sharp studs, spikes, or chains
  - Clothing that is deemed sexually provocative, profane, or that advocated or depicts the use of alcohol, tobacco, marijuana, or any other controlled substance
  - Shorts, skirts and other clothing deemed inappropriate by school staff or administration. Check point for shorts/skirts: Place hands at sides with fingers extended. The hem of the garment should be at or below the tip of your thumb with at least three inches of inseam.
  - Suggestive or revealing garment as deemed by administration. Check point: If you can't tuck it in, don't wear it. Straps should be a minimum of two fingers wide. The openings for the arms must fit snugly against the body (undergarments should not be visible). Low cut tops. Check point: If you hold your neck with your right hand, placing the first finger and thumb over your collar bone, the border of the garment should be hidden by the bottom of your hand.
  - Undergarments worn as outer garments
  - Gang clothing, symbols, signs, or paraphernalia
  - Clothing that promotes racist, sexist, or bigoted ideas
  - Book bags, back packs, duffel bags, and outside coats are not allowed in the classroom (unless altered by administration).
  - Footwear must be worn at all times.

At the discretion of the administration, students who violate the dress code may rectify the situation in school or may be sent home to change clothing. If this cannot occur, students/parents will be given the option of wearing alternative clothing provided by the school. Students will not be allowed back in to the general school environment and will remain in the in-school suspension area until the violation of the dress code can be rectified. Students will only be given consequences if they refuse a request to change clothing or persistently break the guidelines for appropriate appearance.

Electronic Equipment – Possession/use of cell phones, mp3 players, tablets, and other communication devices. Students may carry cell phones, but they must remain out of sight and powered off during each class period (teacher discretion).

- 1st offense, students will be asked to give their device to staff and pick it up in the office at the end of the day.
- 2<sup>nd</sup> offense, will result in parents being required to pick up the device from the office.
- 3<sup>rd</sup> offense will result in loss of electronic privilege at school. Parent will be required to pick up the device.
- 4<sup>th</sup> offense and beyond, will be considered persistent disobedience and will result in OSS and device will be turned over to the police.

MP3 players and personal listening devices may be allowed in the school as an instructional accommodation as directed by a 504 Plan or IEP.

For additional information and expectations relating to technology and device usage, please refer to the Technology Handbook.

It is recommended that all students carry their student ID's at all times and that they are visible.

Problem Solving Room (PSR) Guidelines (including in-school suspension)

- Students must report to the PSR room by 7:55 a.m.
- Students must arrive with appropriate school-related materials to read and/or study for the entire period.
- Students must work on school work for the entire period.
- Outdoor coats are not to be worn in the in-school suspension room.
- Eating and drinking are prohibited.
- Sleeping and/or laying your head down are prohibited.
- Students will eat lunch in an area designated by the in-school suspension supervisor.

## II – Out-of-School Suspension Offenses

Violations of this category will result in a 1-10 day out-of-school suspension with possible recommendation for expulsion or long-term suspension and referral to law enforcement, depending upon the offense and the number of previous days served for similar offenses. Any single suspension of more than 10 days in length must be approved by the Board of Education. The Superintendent has the ability to approve a single suspension of 30 days in length. Students will be expected to evaluate their behavior and discuss it with an administrator upon their return to school.

- Intimidating/Threatening Behavior – Threatening serious harm to persons or property. Student-to-student behavior of this nature will result in a 5-10 day out-of-school suspension with possible recommendation for expulsion. Student-to-adult behavior of this nature will result in an expulsion up to 180 days as required by law. (Possible referral to law enforcement)
- Physical Assault/Battery – Inflicting serious harm to persons or property. Student-to-student physical assault will result in an expulsion up to 180 days as required by law. Student-to-adult physical assault will result in expulsion/suspension of 180 days. (Possible referral to law enforcement)
- Fighting/Altercations: Physical altercation between two or more students. (3-10 days) (Possible referral to law enforcement)
- Verbal Altercations: Verbal altercations or disruptions between two or more students. (1-10 days)
- Gross Disrespect: Battery, intimidation, harassment, hazing, bullying, cyber-bullying; complete disregard to an individual's right to health, safety, and the education process; throwing food in the cafeteria (aka food fight); indecent exposure and invasion of privacy of others; unwanted verbal or physical contact of a sexual nature; other behaviors in violation of school policy. (1-10 days) (Possible referral to law enforcement) (possible referral to the BOE for expulsion depending on the severity)
- Extortion: Obtaining another's possessions through the use of verbal intimidation or threats. (1-10 days) (Possible referral to law enforcement)
- Possession/Use of Controlled Substances – Being in possession, using, or under the influence of alcohol, marijuana in all or any of its forms, illegal drugs, prescription medication, inhalants, steroids, look-alikes, or what is represented as any of the above. Students suspected of being under the influence or the mere presence of a substance may be subject to disciplinary action. (5-10 days with possibility of reduction after completion of a substance abuse evaluation) (Referral to law enforcement)
- Sale/Distribution of Controlled Substances – Selling/distributing alcohol, marijuana in all or any of its forms, illegal drugs, prescription medication, inhalants, steroids, look-alikes, or what is represented as any of the above. (10 days and referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)
- Tobacco Products/E Cigarettes/Vapes – Possession, use, or distribution of tobacco products, e cigarettes, Vapes, or what is represented as such. (1-3 days first offense, 5-8 second offense, 10+ third offense) (Referral to law enforcement for citation)
- False Fire Alarms – Tampering, removal, or inappropriate use of fire extinguishers or fire alarms. (3-10 days) (Possible referral to law enforcement)
- Bomb Threats – Making a bomb threat or similar threat directed at a school building, other school property, or a school-related event. (10 days and referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion) (Referral to law enforcement)
- Pyrotechnics – Use or possession of any type of firecrackers, stick bombs, stink bombs, etc. (3-10 days) (possible referral to law enforcement)
- Possession of Weapons – Possession of a firearm, Pepper spray, taser, dirk, dagger, stiletto, iron bar, knife with a blade over 3'' in length, pocketknife opened by a mechanical device, or brass knuckles. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion) **Possession of a pocket knife with a blade less than 3'' in length or any object capable of inflicting bodily harm will result in a 5 day out-of-school suspension for first offense and 10-day out-of-school suspension for second offense.** (Referral to law enforcement)
- Destruction of Property/Vandalism – Damage to personal or school property. (1-10 days with possibility of restitution and/or civil action) (Possible referral to law enforcement)
- Theft – Loss of personal or school property. (1-10 days) (Possible referral to law enforcement)
- Arson – Willful or malicious damage or attempted damage to personal or school property caused by fire. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion) (Referral to law enforcement)
- Misuse/Abuse of Technology – Misuse of technological equipment, i.e. sexually explicit material or information which may present a safety threat to persons or property. (1-10 days) For additional information and expectations relating to technology and device usage, please refer to the Technology Handbook. Imitating a staff member online through social media (1-10 days) (Possible referral to law enforcement)

- Sexual Assault – Criminal sexual conduct in a school building or on school property. This can include consensual sexual contact between any individual and a person less than 16 years of age. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion) (Referral to law enforcement)
- Breaking and Entering – Entering an enclosed area using any amount of force (10 days and referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion) (possible referral to law enforcement)
- Skipping Class/Leaving School Grounds – Failure to attend all classes and/or leaving school grounds without receiving permission from the high school office and having signed out (1-10 days for repeat offenses)
- Persistent Disobedience – Repeated violations of any school policy or rule (1-10 days and possible referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)
- Sexting and/or transmission of pornographic or inappropriate material- is subject to police contact and school discipline of 5-10 days OSS and/or potential recommendation to the Board of Education for long term suspension or expulsion. Recording or sending of a video of a fight or other inappropriate situation will result in the consequence associated with the that event or additional consequence.
- Senior Pranks – Participating in activities that cause disruption to the operations of the school district, building or educational process. (1-10 days, restitution and further disciplinary action up to and including exclusion from graduation ceremonies) (Possible referral to law enforcement)
- Senior skip day is not allowed and will count as an unexcused absence.
- THREE STRIKE RULE. If a student has inappropriate items such as a vape, marijuana, knife less than 3”, or other unauthorized item in their possession 3 times (or a combination of items), they will be referred to the BOE of persistent disobedience that may lead to expulsion.

A reduction in the number of days served as out-of-school suspension may occur if written documentation is provided for any of the violations, i.e. counseling notes for rehabilitation services, attendance at Stop Smoking classes, etc. The student is responsible for all such costs. Approved community service time may also reduce the number of suspension days.

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

Any student assigned an out-of-school suspension is prohibited from being present on school grounds during the duration of the suspension. Students may not be on school property for any reason during an out-of-school suspension, and if found on school grounds can be prosecuted for trespassing.

It is the student’s responsibility to contact his/her teachers during the course of an out-of-school suspension as a means of securing assignments and homework. Upon return to school, the student will have two school days to complete and submit all assignments given over the course of the suspension. A written request for coursework must be submitted to the high school office **prior** to the student returning from the suspension. Forty-Eight hours advance notice must be given for teachers to prepare coursework for the student. Requirements for makeup assignments in activity-based classes (i.e. physical education, choir, band, etc.) will be outlined in the course syllabus for the respective course.

**Students may be denied participation in the graduation ceremony as a possible disciplinary sanction for misconduct.**

## **ACADEMIC DISHONESTY POLICY**

**Academic Integrity (Honor Code):** It is expected that students complete and receive credit for their own work. Cheating of any kind will not be tolerated. This means cutting pasting from the internet, Wikipedia, the text, etc. If the instructor suspects that work the student has submitted is not his/her own, a conference between teacher and student will be arranged to discuss the instance of dishonesty and the consequences. Students who cheat, plagiarize, or otherwise act without academic integrity, will receive no credit for the assignment, must complete the work to remain eligible for the final exam, and will be referred to the office.

Cheating is the act of gaining an unfair advantage, or misrepresenting one’s knowledge. Some examples of cheating include, but are not limited to:



1. Copying another person's work to be submitted as one's own work;
2. Plagiarizing; the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Including the use of the internet;
3. Having, using, or attempting to use unauthorized aids (books, notes, calculators, and other electronic aids or persons) on tests, quizzes, homework, papers, or projects;
4. Writing formulas, notes or anything on desk, paper, hands, or clothing to be used, or potentially used, on an assignment, test, or quiz;
5. Talking during a test or quiz;
6. Having/obtaining a copy of a test or quiz, or answers to a test or quiz;
7. Providing specific information about a test or quiz to someone who has not yet taken the test or quiz;
8. Attempting to deceive by changing a test paper that was previously graded;
9. Giving unauthorized assistance to a fellow student, i.e. giving another student homework to copy, allowing another student to look on test or quiz papers, doing another student's assignment for them;
10. Forgery in connection with academic endeavors or school processes or procedures, i.e. changing reports, or passes; signing parent's name on notes for absences, tardies, or any other communication; falsifying information on official school records.

All incidents involving violations of the academic honor code will be recorded on a standard form by the administration and the teacher involved.

#### Levels of Consequences

Note: **Violations of the honor code will not be "erased" at the end of the school year, but will carry over for the student's high school career.**

#### **1<sup>st</sup> offense:**

1. Student receives a zero on the assignment and the student may be required to complete the assignment
2. Referral is added to the student's file and student will conference with administration, during which time the student will contact his or her parent/guardian.
3. The student will develop a one paragraph plan/prompt that will be added to the file that explains the violation and how the student will make positive change for the future.
4. Removal from or unable to be considered for membership/participation in NHS, per specific bylaws/handbooks of said organizations.

#### **2<sup>nd</sup> offense:**

1. Student receives a zero on the assignment and the student may be required to complete the assignment.
2. Student receives one or more days of ISS. (at the discretion of administration)
3. Referral is added to the student's file and student will conference with administration, during which time the student will contact his or her parent/guardian.
4. The student will develop a 5 paragraph essay on, "Why did my 1st plan not work and how can cheating affect my future?"
5. Removal from or unable to be considered for membership/participation in Student Council/Leadership, Interact, per specific bylaws/handbooks of said organizations.
6. Coaches/advisors of extra-curricular activities will be notified. At the discretion of the coach/advisor, and according to specific bylaws and handbooks, the student may be suspended from practices, games, and/or events.

#### **3<sup>rd</sup> offense:**

1. Same as 2<sup>nd</sup> offense with the addition of:
2. Student receives two or more days of ISS, one or more days OSS, or further consequence. (at the discretion of administration)
3. Loss of credit for classes/ or other administrative consequence. Student loses the ability to earn that credit for the semester. (Cannot take another class to replace)

#### Student responsibilities:

- To read and understand the DKHS Honor Code policy and individual teacher assignment guidelines.
- To clarify with the instructor any ambiguities about violations of the DKHS Honor Code on an assignment.
- To ensure that students do not make inappropriate use of their work.

#### Teacher responsibilities:

- To distribute a syllabus to all students that communicates the importance of the DKHS Honor Code and that the DKHS Honor Code will be followed.

- To post the DKHS Honor Code in all classes.
- To follow through with consequences for the breach of the DKHS Honor Code.

### ONLINE CHEATING

**ANY VIOLATION OF CHEATING ON AN ONLINE LEARNING COURSE WILL RESULT IN LOSS OF CREDIT. The student will not be allowed to retake the credit until the following term.**

**In the case of a student taking a course or portion of a course, for another student,** both students will result in 3 days OSS for the first offense, 7 days for second offense, referral to the BOE for long term suspension or expulsion for 3<sup>rd</sup> offense. The student(s) may also receive additional consequences for a technology violation.

## APPEAL PROCEDURES

While most disciplinary actions are final, a parent/guardian may believe the suspension is unjustified. This process should be followed for disciplinary action resulting in a suspension:

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
- The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

Suspension and/or Discipline of Special Education Students: Policies shall be applied in a manner consistent with the rights secured under federal laws to those pupils who are determined to be eligible for special education programs and services.

## STUDENT RIGHTS

Age of Majority: In compliance with Michigan School Law, Section 340.614, MSA 15.3614, DKHS recognizes the rights of 18-year-old students attending our school. When students become 18 years of age, their parents/guardians may notify the school in writing that their son or daughter may be responsible for the attendance and other actions/forms requiring parent/guardian notification and/or signature. These forms may be obtained from the DKHS Main office. If written notification is not on file, all procedures for minors will also apply to the 18-year-old student. **Administration reserves the right to restrict students from leaving the school for non-emergency reasons. This means that students can only sign out for emergency reasons.**

Expulsion of Students: "To exclude a pupil from school for disciplinary reasons for a period of 60 or more days." The Board of Education may authorize or order the expulsion from school of a student who severely and/or persistently violates the law and/or the DKHS Student Code of Conduct. Such action will occur when, in the Board's judgment, the interest of the school and its personnel demands the removal of the student and/or laws of the State of Michigan dictate expulsion.

In accordance with the rules of the State Board of Education, the Delton Kellogg School District will attempt to evaluate students with special needs and/or refer these students to agencies to assist them.

Search and Seizure: School lockers are the property of the Delton Kellogg School District. At no time does the district release its exclusive control of lockers provided for the convenience of students. Periodic general inspections of these lockers may be conducted by the school authorities at any time, **without** notice, without student consent, and without a search warrant. This also applies to chrome books and cellphones.

In an effort to keep our school and the district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of controlled substances in school lockers and in student vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time. Attempts will be made to have the person(s) responsible present at the time of inspection.

Closed Campus: Once students arrive at DKHS for their academic school day, they are expected to report to all classes and to follow all school policies. If an emergency arises and a student must leave our campus, he/she **must** sign out in the DKHS Main Office. Pupils with an age of majority form on file may sign themselves out with approval from administration, while all other individuals must present parent/guardian authorization to adult office personnel (for emergency reasons). Students failing to sign out are in violation of the skipping policy. Students are not allowed to sign out during the day to leave and run errands, eat lunch, pay bills, etc. If a parent wants to pick a student up they may, however they need to be signed out by the parent. Parents are not allowed to call in and have students sign out, unless the student is not returning. Rules also apply to students who are 18.

Suspension from School: “To exclude a pupil from school for disciplinary reasons for a period of less than 60 days.” This results when a student chooses the unacceptable behaviors outlined in the Code of Student Conduct. Only a member of the DKHS administrative team has the authority to officially inform a student of his/her suspension. The pupil shall be informed of the reason for the suspension, and provisions will be made for the student to present his/her view of the occurrence/situation. The Administration will also conduct a thorough investigation to collect all information pertinent to reaching a fair decision.

When an out-of-school suspension is warranted, parents/guardians will be notified by telephone, if possible. They will then receive written notification of the suspension which includes the reason, length, and conditions for reinstatement. If parents cannot be contacted immediately, the student will be held at school until the end of the school day. Students will be eligible for re-admission to school only if they have fulfilled the conditions delineated in the Code of Student Conduct. The administration, parent/guardian, student, counseling staff, and/or other personnel may confer to assist the student with a plan for success.

**During the suspension, the student forfeits his/her opportunities to attend and/or participate in any and all school-related functions until he/she has returned to school for a full day. If a student is found on school grounds, they may be prosecuted for trespassing.**

**Students may be denied participation in the graduation ceremony as a possible disciplinary sanction for misconduct.**

## ADDITIONAL STUDENT OPPORTUNITIES

Mastery Learning: If a student takes a final exam and receives at least a 78% on the exam, they will be granted a credit for the class regardless of their marking period grades. The credit will be recorded as a D- on the transcript if the student’s overall semester grade is less than 60%.

Transferring from DKAC to DK High School: Only 8 credits are allowed to be transferred from the DK Academy back to the High School for the purposes of graduation. All other credits will have to be retaken through traditional classes at the HS. Online credits will not be allowed for replacement.

Students transferring back to DKHS from the DK Academy will be ineligible for 180 school days for athletics per MHSAA guidelines. If a student has never played a HS sport, they may be eligible for a waiver.

# DELTON KELLOGG SCHOOLS

## BOARD OF EDUCATION

# POLICIES

The following pages contain excerpts from the Board Policies. For complete updates and versions, contact:

Delton Kellogg Schools  
Office of Superintendent  
327 N. Grove St.  
Delton, MI 49046  
(269) 623-9225

### **5516 - STUDENT HAZING**

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

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

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

## 5517 - ANTI-HARASSMENT

### General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### Definitions

#### Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive

working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**[NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.]**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

## **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

## **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the student handbooks and Board policy/administrative guidelines.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.



The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

29 U.S.C. 621 et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

Revised 3/21/11

## **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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

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

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

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

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

### **Notification**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion

for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training**

The District shall provide, and all administrators, school employees, contracted employees who have significant contact with students shall undertake training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

### **Definitions**

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

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

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

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

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

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

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

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

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

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy **5517**;

Hazing, see Policy **5516**.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

Revised 3/19/12

## **5530 - DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;

- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. performance-enhancing drugs as determined annually by the Department of Community Health;
- G. any other illegal substance so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol;
  - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
  - 4. promotes positive emotional health, self-esteem, and respect for one's body;
  - 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
 

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

- J. establish means for dealing with students suspected of drug use or suspected of possessing, selling, or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure AG 5771 and Policy 5771 and Suspension and Expulsion AG 5610 and Policy 5610 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

M.C.L.A. 380.1170, 333.26301 et seq., 333.7410, 333.7410A

A.C. Rule R388.271 et seq.

Senate Bill 350, 1990

Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

## **5772 - WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L.A. 380.1311, 380.1312(1), 380.1313

20 U.S.C. 7151

## **5611 - DUE PROCESS RIGHTS**

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

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

**A. Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

**B. Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board or Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board or Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy **5610** and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

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

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that

is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and building administrators as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.



P.L. 106-554, Children's Internet Protection Act of 2000  
P.L. 110-385, Title II, Protecting Children in the 21st Century Act  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
47 C.F.R. 54.520

Revised 5/7/10  
Revised 11/21/11  
Revised 12/17/12

# FIGHT SONG

**Maroon and White will always be on top,  
Give us a team that we can beat or stop,  
We're out for victory and all its fame,  
Give us a chance and we'll win this and every  
other game,  
We're holy terrors once we're in,  
We'll pack a wallop that will make us win,  
We're out for victory so team let's go,  
Rah Rah, Rah,  
Delton High. Fight!!**

**All Hail to Delton High School,  
We are full of fight,  
Hail to our Panthers,  
We will win tonight,  
Rah, Rah, Rah,  
All Hail to those school colors,  
Maroon and White, too,  
We'll fight for Delton High,  
In all we do.  
Fight!!**

# INDEX

Academic Dishonesty Policy .....	24-26
Academic Excellence .....	11
Academic Integrity .....	11
Age of Majority .....	26
Anti-Harassment 5517 .....	29-33
Appeal Procedures .....	26
Attendance 24-Hour Hotline .....	19
Attendance Policy .....	19
Attendance Requirements/Expectations for Students .....	19
Attendance/Participation in Co-Curricular Activities .....	16
Board of Education Policies .....	28-41
Board of Education .....	5
Bullying and Other Aggressive Behavior Toward Students 5517.01 .....	34-36
Bus Transportation .....	18
Class Rings .....	13
Closed Campus .....	27
Co-Curricular Activities & Events .....	16
Co-Curricular Bus Transportation .....	18-19
Code of Conduct .....	21-24
Code Red .....	17
Code Yellow .....	17
College-Bound Curriculum Guidelines .....	7
Dance Rules .....	16
Definition of Absence .....	19
Disciplinary Action - Unexcused Absences .....	20
District Beliefs .....	2
DK Cafeteria .....	14
Documented Absences .....	20
Driver Education .....	15
Drug Prevention 5530 .....	37-38
Dual Enrollment .....	9
Due Process Rights 5611 .....	39
Emergency Procedures .....	16-17
Expulsion of Students .....	26
Fight Song .....	42
Fire Alarms .....	16
General Guidelines .....	16
Grade Weighting .....	11
Graduation - Related Services .....	12
Graduation Honor Cords .....	11
Guidance & Counseling .....	12
Guidance Office .....	6-10
Health Related Services .....	15
High School Beliefs .....	2
Honor Roll .....	11
Honors Program .....	11
In-School Suspension Offenses .....	21-23
Interscholastic Athletics .....	16
Lockers .....	12
Lost & Found .....	12
Media Center .....	13
Mini-Bikes, Snowmobiles, Go-Carts, etc. ....	18
Mission Statement .....	2
National Honor Society .....	11
College Athletic Eligibility .....	7
Notice of Non-Discrimination .....	2
Out-of-School Suspension Offenses .....	23-24
Personal Curriculum .....	10
Philosophy .....	19
Phone Master Attendance Caller .....	19

Police School Liaison Officer (SLO).....	15
PowerSchool.....	11
Report Cards.....	11
Requirements for College-Intending Students.....	7
Requirements for Graduation.....	6
School Closings/Delays.....	17
School Equipment.....	12
Search & Seizure.....	27
Self-Administered Medication.....	19
Senior Tribute.....	11
Severe Weather Procedures.....	17
Shelter in Place.....	17
Student Council.....	13
Student Fees.....	15
Student Hazing 5516.....	28
Student Network and Internet Acceptable Use and Safety 7540.03.....	39-41
Student Photographs.....	14
Student Rights.....	26-27
Student Services.....	12-13
Student Support Options.....	15
Surveillance Photographs/Videos.....	14
Suspension and/or Discipline of Special Education Students.....	26
Suspension from School.....	27
Tardy Policy/Punctuality Requirements/Expectations for Students.....	20-21
Telephone Directory.....	5
Testing.....	12
Testing-Out Process.....	8
Textbooks and Supplies.....	13
Transcript Services.....	12
Transportation.....	17-19
Vehicles.....	17-18
Visitors.....	13
Weapons 5772.....	38
Work Permits.....	12
Yearbook.....	13