

Big Bay de Noc School



2016-17 Student Handbook Grades 6-12

Big Bay de Noc School District
8928 OO.25 Road
Cooks, Michigan 49817
(906) 644-2773
www.bigbayschool.com

ATTENDANCE LINE (906)644-2773 x102

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FACULTY

Dan Faust	Social Studies/Senior Services
Rosanne Reese	English
Ray McIntyre	Math
Nicky Sundling	Special Ed/MTSS
Earlene VanDamme	Science/Online Learning
Colleen Weinert	Native American Education Coordinator
Teresa Oven	6 th /7 th Grade
Ryan Barron	7 th /8 th Grade

ADMINISTRATION AND SECRETARIAL

Superintendent: Mary Brayak
Principal: DeeDee Thill
Athletic Director: Bob Pederson
Secretaries: Bonnie Moody / Jane Laux

SUPPORT PERSONNEL

Transportation / Maintenance Director	Bryan Landis
Cooks	Laurie VanRemortel Jacki Knoph
Bus Drivers:	
Garden/Fairport/Fayette	Rebecca Tatrow
St. Jacques/Nahma/Isabella	Madeline Carroll
Steuben/Cooks	Sherry Boudreau
Cooks/Manistique	Robin LeCroix
Instructional Aides:	Lindsey Pomeroy Christa Peterson Renee Rochefort Nance Ray Nicole Lecson

The intent of this handbook is to serve as a reference for rules and regulations covering your life as a student at the Big Bay de Noc Middle School/Senior High School. Rules and regulations are necessary to assure an equal educational opportunity for all students. It may also help you feel more secure in knowing what is acceptable and to help fulfill your educational journey. You are expected to take this handbook home so your parents are able to read and be aware of its contents. You, with your parents, will be required to sign and return the attached forms. Keep this handbook where you can refer to it when necessary. We want you to take full advantage of your educational opportunities here at Big Bay de Noc, but at the same time we expect you to remember the rights of all students, teachers, and other school employees. We hope you have a productive and enjoyable school year.

BOARD OF EDUCATION

Jon Haindl, President
Heather Pederson, Treasurer
Adam Gembel
Craig Knudson, Vice-president
Irma Hider
Mary Gollakner, Secretary
John Denholm

MISSION STATEMENT

The staff at Big Bay de Noc School believes that all students can learn and achieve. We believe our school's purpose is to educate all students to their highest level of academic performance while fostering healthy development of their social and academic behaviors. We believe each student can make a positive contribution to society. It is the aim of the Big Bay de Noc Board of Education to provide the best educational opportunity possible for the students of the school district within the limit of the financial means of the district. It is realized that the school must serve all of the students, offering something of interest and value to those who will not go beyond the high school, while at the same time, giving adequate preparation to those pupils who will pursue education beyond the high school level.

WELCOME TO BIG BAY DE NOC SCHOOL

The Board of Education, administration, and faculty wish to extend a sincere welcome to the Big Bay de Noc Middle School-Senior High School students. This is a working document, created for the parents and students. This document was created with the support and assistance of the administration, faculty and students. It is our primary purpose to promote learning through educational opportunities and experiences which will prove most beneficial to you. It is our hope that this school year will be a successful and pleasant experience for everyone. Please be sure to sign the assurances and have your son/daughter turn them into the office.

In meeting the needs of its pupils, the school shall aim to:

- A. Educate each individual toward the limit of his/her capacity and take recognition of individual differences.
- B. Provide equal educational opportunities
- C. Develop skills in the fundamental processes and tools of learning.
 1. Develop proficiency in the skills of oral and written communication, including the ability to express oneself clearly and accurately.
 2. Acquire knowledge of people, their nature, environment, their relationship to society with emphasis on their rights and duties as citizens including the study of history, geography, government, economics, and the arts.
 3. Acquire a basic knowledge of science and the use of the scientific method in problem solving.
 4. Acquire knowledge of mathematics and develop proficiency in the use of quantitative reasoning and expression.
- D. Develop in each pupil a recognition of moral and ethical values.

- E. Develop proper social and work habits and the ability to think and plan independently.
- F. Instill the principles of democratic living and democratic responsibility.
- G. Establish a friendly and cooperative relationship between home and school.
- H. Establish a proper environment for the development of the health and welfare of each student.
- I. Develop an appreciation for the student's role in the family and in civic groups.
- J. Develop the wise use of leisure time.
- K. Develop a program of adult education encouraging continuing education and self-improvement.
- L. Provide a climate for critical, analytical thinking.
- M. Develop in each student a positive self-concept with the necessary tools to cope with peer pressure.

It is the firm conviction of the Big Bay de Noc School Board that the above philosophy and objectives include all aspects of the Michigan Career Education concept.

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

BIG BAY DE NOC SCHOOL

Statement of Assurance of Compliance with State and Federal Law

The Big Bay de Noc School, as an equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX and Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Big Bay de Noc School that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status or handicap, shall be discriminated against in employment, educational program and activities or admissions. No district employee or student, on the basis of sex, shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal finance assistance. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator: Mary Brayak, Big Bay de Noc School District, 8928 00.25 Road, Cooks, MI 49817, (906) 644-2773. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

RIGHTS AND RESPONSIBILITIES

School initiated discipline codes are based largely on the concept of disruption to the educational process. Students and their parents must know that they are in part responsible for assuring rights of other students. The right to an education in a non-disruptive surrounding must be assured. Each student then becomes responsible to a certain extent, for the education of his/her classmates. To the extent that these responsibilities are not carried out, one's rights become jeopardized. Responsibilities, then, become the foundation upon which individual rights become meaningful.

STUDENT RIGHTS

Each student at Big Bay de Noc Middle/ Sr. High School has the right to:

1. Pursue, through study and self-application, a quality education at public expense and attain personal goals through participation in the entire school program.
2. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
3. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
4. Determine their own dress, except where such dress is unsafe or unclean or is destructive as to interfere with the learning and teaching process or is in violation of the student dress code.
5. Learn in a drug-free, smoke-free, and violence-free environment.

Each student has the responsibility to:

1. Attend classes daily, arrive on time to all classes, and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the destiny and worth of other individuals.
3. Refrain from libel, slanderous remarks, and obscenity in verbal, written, and electronic expression.
4. Develop tolerance of the view-point and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do wish to participate.
6. Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and to accept the consequences for the articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty, and good grooming, and to wear clothing which contributes to their own health and safety as well as that of others.

DUE PROCESS

Due process, as delineated in the Constitution of the United States of America, shall not be denied to any student. Upon request, a student or his/her parent shall be provided with a written statement of charges leading to suspension and/or recommendation of expulsion and the procedure by which an appeal can be registered. Any student, who feels that he/she has been disciplined unjustly or in

an inappropriate or discriminatory manner, shall have the right to appeal the disciplinary action to the next higher authority and to request a hearing with that authority. The order of appeal shall be as follows:

- 1) Principal
- 2) Superintendent
- 3) Board of Education

Any student that is up for disciplinary action may request the services of an advocate volunteer from the faculty.

ATTENDANCE AND TARDINESS POLICY

There are two aspects of your attendance record- ABSENCE AND TARDINESS. Both regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. In many instances your attendance record is as important to a prospective employer as your academic grades.

ATTENDANCE

The Big Bay de Noc High School complies with the State of Michigan school law as it relates to hours of instruction. It is the belief of the Big Bay de Noc School that students who have the best attendance records receive the best education. It is our belief that the students are responsible for their actions and should strive for a high rate of attendance. The Big Bay de Noc School has set some specific goals and objectives for all students in regard to school attendance.

What is an Absence?

Definition: A student is absent when they are not physically present in or able to participate in the class. If a student is more than 10 minutes late and does not have a valid excuse, they will be marked absent from that class.

A. GENERAL STATEMENTS

1. The awarding of credit will be based upon attendance and academic performance.
2. Absences will be considered on a semester basis and any time missed may result in lower grades for a student if work and time are not made up.
3. It is the student's responsibility to obtain and complete all make-up work. The nature of the make-up work and time allotted for it will be one day for each day absent.
4. To excuse a student, parents/guardians must call the high school office at 644-2773 ext. 102, **within 24 hours of the absence**, or send a note the day the student returns to school.
5. When a student is absent for the day or afternoon, they are not to attend a school function in the evening of the same day without permission from the principal. If they are absent on Friday, they will not be able to attend a weekend event.
6. The high school principal reserves the right to determine whether an absence is excused or unexcused. If the principal is not available, the staff member left in charge will decide.

ATTENDANCE POLICY

- Any student with 10 or fewer absences in any class in a semester will be held harmless for the semester.
- Any student with 11 or more absences in any class in a semester will lose credit for that class for the semester.
- Absences will not be viewed as excused or unexcused.
- Medical appointments documented in writing, serious illnesses, prearranged family trips (school is notified at least one week in advance), court appointments, or funerals will not be considered in any loss of credit.
- The principal and/or student services director have discretionary decision with enforcing the attendance policy and any individual changes therein.
- **MAKE UP:** Students may regain credit by making up time for every absence after 10. A student will serve two hours whenever class is not in session for every day past ten he/she is absent.

TARDINESS

- Students who are tardy seven (7) or fewer times in a class in a semester will be held harmless for the semester.
- Students who are tardy eight (8) times in a class in a semester will incur a ten (10) percentage point deduction from their final semester grade. All subsequent tardies after eight will each result in an additional ten (10) percentage point grade deduction from the semester grade. For example, if a student has earned a final semester grade of 87% and has been tardy for class 9 times, the student's grade would be a 67% (loss of 10 percentage points for the 8th tardy ($87-10=77$) and loss of 10 percentage points for the 9th tardy ($77-10=67$)). Students may regain the lost credit by making up one hour of time after school for every tardy over seven. Time may be made up throughout the semester, and make up time must be completed no later than the final day of the semester.

IN-SCHOOL ABSENCES

1. If a student is absent from a class due to an approved school activity, he/she should be marked absent in the record book. The teacher will place an "A/P.", meaning planned absence. Field trips do not count against a student's absences.
2. It is the student's and coach's/advisor's responsibility to inform the teacher of an in-school absence at least one day in advance in order to have the absence placed in the absent/planned category. All assignments missed must be made up at the same time as the rest of the class.

LEAVING SCHOOL DURING THE DAY

1. Having once arrived on school property, students who find it necessary to leave school for any reason **MUST** do **ALL** of the following:
 - a. Report to the High School Office to obtain permission to leave.
 - b. **ALL students must sign out in the office.**
 - c. All students must report to the office upon returning to school.
2. Appointments: The office should be notified in advance of the appointment. Students should present an appointment card upon return from an appointment. This card should be signed by the doctor or doctor's office personnel.
3. Any student leaving the building must sign out. If a student does not sign out and leaves the building then that action may result in detention or suspension.

NOTIFICATION OF ABSENCES

1. The high school office, personnel or staff will attempt to notify home to report what it feels is an unexcused absence.
2. Parents will be notified by phone and/or letter when excessive absences occur.
1ST NOTICE: After 7 absences in a class, the teacher will contact both the parent/guardian and the principal.
2ND NOTICE: After 10 absences in a class, the teacher will notify the principal and the parent/guardia will be contacted. At this point further absences may result in the student losing credit for the class. Depending on the circumstances, the principal may attempt to set up an attendance conference with the student, parent and principal to create a plan with the student so credit can be earned.

G. ATTENDANCE CONFERENCE

The Big Bay de Noc School has set the goal of 89% or higher attendance, meaning a student would miss no more than 10 days per semester. When a student has been absent for ten days or more, the teacher will notify the principal and the parent/guardian may be contacted to arrange for an attendance conference. The purpose of the conference is to arrange a plan for the student to regain their credit. The conference will take place with the principal and parent(s) or guardian(s). Certain instances of extreme illness or hospitalization could make it impossible for a student to attend school for a long period of time. It is important for parents/guardians to communicate with the school so arrangements can be made with teachers.

1. At the conference the student or parent/guardian will be able to explain the absences.
2. The principal will consider the record of absences, reasons for absence, progress in affected classes, and any relevant extenuating circumstances which may have bearing on attendance.
3. The principal will then suggest an appropriate plan of regaining the lost credit. The principal will consider each case on an individual basis.
4. The principal may: a) exempt the student from the number of days as stated in the attendance policy for reasons deemed appropriate or b) set up a specific plan to be followed for making up class work before the credit is granted. Students who fail to comply will not earn credit for the affected classes.
5. Upon notification of the principal's plan, parents who wish to appeal may do so by contacting the school superintendent within 5 days of the decision. The Superintendent shall take action within 5 school days from the hearing of the appeal. The Superintendent's decision may be appealed to the School Board within five days of such decision. The Board of Education shall then schedule a hearing at the next regular board meeting and notify the parents that said hearing shall be conducted under the following rules and procedures:
 - a. Written notices shall be given of the time and place of the hearing.
 - b. An attorney or other advisor may represent the student or parent.
 - c. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - d. The Board of Education shall render a written opinion of its determination within not more than five school days from the hearing date. Such written opinion shall be forwarded to all parties concerned.

AGE OF MAJORITY

Students who reach the age of 18 years prior to the completion or termination of their high school programs, are subject to the same policies, rules, regulations and law governing student behavior as are all other students. In an effort to maintain communication with parents/guardians, any forms requiring a parent/guardian signature given to students after they reach the age of 18 will still require a signature from the parent/guardian.

ALCOHOLISM AND DRUG ABUSE

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

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

APPEAL PROCESS

All students are given the right to appeal any suspension they may encounter. The appeal must take place no later than 5 days after the discipline has been given. The student must notify the Superintendent of his/her wishes. The Superintendent will then meet with the school principal and all other parties involved. The Superintendent's decision will be final. Upon the decision of the Superintendent, the discipline, if any, will then be carried out.

ASSEMBLIES AND CONCERTS

Assemblies and other programs will be scheduled periodically as part of the total education program. They will be varied to provide for the interest and enjoyment of all. We ask that you show the utmost courtesy to the people presenting the program. Loud applause, whistling, stamping of feet, booing, etc., is not expected and will not be tolerated. Students will be removed for these reasons and the behavior may jeopardize future programs for themselves and others and student(s) involved may face disciplinary action.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

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.

CLASS FINANCES

All school organizations (clubs, classes, etc.) must deposit all funds in the office. All treasurers will meet with the student account secretary at the start of the school year for the purpose of learning the proper procedures of the Office of Treasurer. All requests for withdrawal of funds must be accompanied by a voucher, signed by the advisor and treasurer. All receipts must be turned in to the student account secretary.

CLOSED CAMPUS

Big Bay de Noc Middle School/ Sr. High School is a closed campus facility. This means that all students must stay in the building from the time they arrive until they are dismissed. During lunch periods, students may use designated outdoor areas. Students leaving the building without permission will be considered absent unexcused and face disciplinary action. This includes unapproved visits to the parking lot and/or vehicles.

DAILY ANNOUNCEMENTS

All announcements regarding student organization and activities must have the written approval of a faculty advisor and should be turned in to the secretary one day in advance when possible.

DANCE REQUIREMENTS

1. All school dances are intended for the enjoyment of Big Bay de Noc Middle School and High School students.
2. The doors will be locked one hour after the dance begins and no further admittance will be allowed.
3. Students who are under the influence of any narcotic and/or alcohol are not to be admitted. If necessary both the police and the parents are to be called. Students attending dances, including the prom, agree to attend substance-free, therefore, at the discretion of the principal, local law enforcement personnel may be on hand performing breathalyzer and/or sobriety tests.
4. Any use of tobacco products is forbidden in the school building and on the grounds.
5. Once a student leaves the dance, he/she is not to be readmitted.
6. Any destruction of property will be the responsibility of the student. If it is not possible to determine which student was responsible, the group sponsoring the dance will be financially liable.

7. A high school dance is neither the time nor the place to display one's affection for another. A word from a chaperon should be unnecessary but sufficient to solve the problem. Failure to comply with these rules will result in suspension from dances.
8. Any act which is detrimental to the overall enjoyment of the event by the student body will be sufficient to bar the perpetrator from all future events.
9. Time for a regular dance will be from 7:30 p.m. to 11:30 p.m. For the prom or Homecoming, the dance may commence following the activity or 8:00 p.m., whichever is applicable and may continue until 12:00 midnight. Fifth, sixth, seventh, and eighth grade dances will be from 6:00 p.m. to 9:00 p.m.
10. The dance is for current Big Bay de Noc students only. Guest passes are available for most dances and may be obtained from and need to be returned to the principal at least two days in advance. One guest per student will be allowed. Students are responsible for the behavior of his/her guests.
11. Parents are expected to pick up their children promptly after the dance.

DETENTION AND DISCIPLINE

Students may be assigned detention by the principal and/or her designee. Failure to report to detention will result in additional detention time or a suspension from school. Detention time may be served after or before school as decided by the school principal or his/her designee. The principal reserves the right to determine the detention according to the severity of the offense. **IT IS THE RESPONSIBILITY OF THE STUDENT TO BE AWARE AND INFORMED OF ANY DETENTIONS THAT MUST BE SERVED.**

DISCIPLINE

DETENTION ROOM RULES

Students are to come to the detention room with work to complete. There will be **NO SLEEPING, TALKING, OR COMMUNICATING WITH OTHERS**. Students are not allowed to bring their coats or electronic devices with them. If a student is absent during the afternoon of an assigned detention, they will serve the detention the next assigned day.

GENERAL CATEGORIES OF MISCONDUCT

Discipline: As you know, there are some situations that will necessitate immediate disciplinary action. These actions shall warrant immediate suspension by the principal including, but not limited to the following:

Violation	<i>First Offense</i>	<i>Repeat Offense</i>
1. Possession and/or use of tobacco products	3 day suspension	5 day suspension
2. Possession and/or use/sale of alcohol or drugs and or misuse of prescription or over the counter drugs	7 day suspension and /or recommend expulsion	7 day suspension and /or recommend expulsion
3. Profane language	1-3 lunch detentions	1-3 after-school or lunch detentions
4. Skipping school (more than three consecutive hours)	1 day in-school suspension	3 day in-school suspension 5 day in-school suspension
5. Weapons/Inappropriate materials	3 - 10 day suspension and/or recommend expulsion if offense is not covered under Michigan School Code or Law which will supersede school policy when applicable	4 - 10 day suspension and/or recommend expulsion if offense is not covered under Michigan School Code or Law which will supersede school policy when applicable
6. Hitting Faculty	Recommend expulsion (Covered by Michigan Law)	Recommend expulsion (Covered by Michigan Law)

7. Theft	Up to 5 day suspension	7 day suspension
8. Use of fire and/or misuse of fire/safety equipment	5 day suspension	Up to 7 day suspension
9. Harassing, bullying, intimidation	1 day suspension	3 day suspension
10. Injuring another student	3 – 10 day suspension or recommend expulsion (Covered by Michigan Law)	3 – 10 day suspension or recommend expulsion (Covered by Michigan Law)
11. Other criminal acts	3 – 10 day suspension	5 - 10 day suspension
12. Fighting	3 day suspension	5 day suspension
13. Disrespect to school personnel	1 day in-school suspension	3 day suspension 5 day suspension
14. Destruction of School Property / Vandalism	1-3 day suspension and restitution	2 - 5 day suspension and restitution
15. Threat	1-3 day suspension	2-5 day suspension
16. Refusal to obey a school rule, regulation, or reasonable request of a teacher or staff member or behavior that interferes with the educational process can be classified as insubordinate and/or disruptive behavior. Students are held accountable for the cost of repair of any school property damage occurring during inappropriate behavior	(Principal may choose appropriate response based on severity of offense) 1-3 after-school detention or 1-3 day suspension	1-5 day suspension
*Situations 1,2,5,6,7,8,9,10, and 11 shall be reported to the local law enforcement authorities if deemed necessary and could also be grounds for expulsion.		
Students who accumulate 7 days of out-of-school suspension per school year will be excluded from school for the remainder of the semester. If the student reaches the 7 day limit during the last 2 weeks of the first semester, the exclusion will begin with the first day of second semester and continue throughout the second semester. Students who were excluded from school during the first semester 7 days of suspension and return to school the 2nd semester, will be excluded for the remainder of the semester, upon earning a suspension anytime during the 2nd semester.		
The violation of federal, state, or local laws or ordinances is grounds for suspension or expulsion, when such violation occurs on school property or during a school function away from the school.		
The principal retains the authority to address any behavior deemed inappropriate and assign appropriate disciplinary action concerning such behavior.		

IN CASE OF A FIGHT:

Only one person may receive a suspension. **However, in some instances both students may receive the same punishment due to the circumstances.** Any student(s) involved in a fight, which is a civil infraction, during school, or during lunch or in conjunction with a school activity will be subject to the following: 1. Parents(s)/ Guardian(s) called to pick up student. 2. Pending a complete investigation by the police, student will not be allowed to return to school. Both students must complete statements before a return to school.

NOTE: The principal has the authority to give a student suspension time for acts he/she deems inappropriate and do not fall under the General Categories of Misconduct. The penalty will be determined after details of the behavior are collected and reviewed.

QUESTIONING OF STUDENTS

A. By police, on request of school authorities:

1. If a school principal has requested assistance by a police department to investigate a crime involving his/her school building or his/her student, the police shall have permission to interrogate a student suspect in school during school hours. The school principal or the police

shall first attempt to notify the parents of the student of the intended interrogation. The school principal or his/her designee shall be present during the interrogation.

2. Administrative: If interrogation by the police officer is at the request of the school principal for the purpose of enforcing school discipline, or because the health and safety of the student or student body is involved, or the presence in the school building or grounds of illegal matter, the police officer may interrogate the student. Although efforts shall be made to notify a parent of the student, interrogation may proceed if the parent is unavailable or unwilling to attend.

3. Criminal: If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or guardian of the student is present. Before interrogation, the police officer shall advise the student of the nature of the crime for which he or she is a suspect, and will read him/her their constitutional rights. The school principal shall keep a log as to the procedural steps followed by the police. Ordinarily, the police will not be called in to interrogate a student under 14 years of age.

B. By police, without request of school authorities:

1. It should ordinarily not be necessary for police officers to interrogate student suspects in school during school hours for unrelated crimes committed outside of school hours or crimes committed in school during school hours for which assistance has not been requested. Ordinarily, police will not be given permission by the school to interrogate a student under the age of 14 years.

2. If the police deem circumstances exigent to interrogate students at school, the police department shall first contact the school principal regarding the planned interrogation, and inform him/her of the probable cause to investigate within the school, and obtain his/her approval. The police officer shall not commence interrogation until approval is obtained. The police department may appeal to the Superintendent's office if it is deemed that approval was unreasonably withheld. Upon obtaining approval, the procedures in paragraph A1 and A3 shall be complied with.

C. By School Administrators:

1. Administrative: If a student is a suspect or is accused of a crime committed on the school property at any time, a school principal may interrogate the student without the presence of parents regardless of the source of information, if breach of school discipline, health and safety of the students or student body, or presence in the school building or grounds of illegal or unauthorized material is involved.

2. Criminal: If a student is a suspect or is accused of crime not involving the foregoing, or if interrogation of a particular student is police-instigated, the interrogation of such student by the school principal may be deemed "state action." The student may be deemed "in custody," a parent shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the volunteering of any admission of confession of the student will later have to be established in any criminal prosecution, juvenile court proceeding, or school expulsion proceeding.

SUSPENSION PROCEDURE

1. The student will be informed of the specific complaint against him/her.
2. The student will have the right to present to the principal any relevant information that will support his/her defense.
3. If the student is suspended, (ISS or OSS) the principal will notify the student's parents by phone if possible.
4. The parent may appeal to the superintendent if he/she disagrees with the decision of the principal.

SUSPENSION AND EXPULSION

Every effort will be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary.

FINAL EXAMS: If a suspended student's final examinations occur during his/her period of suspension, the student's school principal, upon good and sufficient course shown by the student, may reschedule the final examinations to a date and time and at a place convenient to the school and teacher.

The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing. This information will be kept in the student's high school office file.

SCHOOL WORK DURING A SUSPENSION

During a suspension, the student will be able to make up the work missed; however, schoolwork will be due upon returning to school. Additional days may be granted if the teacher deems necessary. It will be the responsibility of the student to contact his/her teachers and make arrangement for schoolwork to be sent home.

SUSPENSION APPEAL

In order to assure a student due process and in keeping with Board Policy 5611, the student shall be given the opportunity for a hearing should he/she or his/her parents desire to have one. The hearing shall be held to allow the student to contest the facts, which may lead to the exercise of disciplinary actions and consequences. The parent(s) shall be present while the superintendent ascertains the facts and determines the appropriateness of the decision.

EXPULSION

Expulsion is defined as the permanent exclusion from school. The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the school code. Section 340.613 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school.

DIRECTORY INFORMATION

Directory information may be provided by the school to recruiters from the United States Armed Services and/or institutions of higher learning. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory

information" upon written notification to the District within thirty (30) calendar days after receipt of the District's public notice (Form 8330 F13). This handbook is to serve as public notice.

DRESS CODE AND GROOMING

The clothing worn by students should be appropriate for school. Standards of dress which clearly deal with health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean and not considered distracting to the process of education. The administration reserves the right to establish more definitive or stringent dress policies for those students who represent the school at places other than this school. These groups include music groups, athletic squads, cheerleaders, and others.

1. Footwear is required although wheeled-shoes, rollerblades/skates, etc. are not permitted at any time in the school building.
2. No advertising of alcohol or controlled substances, nor of profanity or vulgar suggestions will be permitted on any clothing or in any other method.
3. Fringed clothing is permissible. Mutilated clothing is not permissible.
4. Conspicuously thin garments cannot be worn.
5. Unusual clothing or grooming designed to call attention to the individual will be dealt with by the administration on an individual basis.
6. Students will not wear hats or caps or other head gear in the school building.
7. Garments designed for outside use (including blankets) may not be worn in a classroom unless deemed necessary by the teacher and only if conditions might require them.
8. Studded necklaces, bracelets, belts, wallets on a chain or other attire that can be used as a weapon are prohibited.
9. Strapless or spaghetti-strap garments are not permissible.
10. Short shorts and short skirts are not permissible. Shorts and skirts must reach finger-tip length.
11. Bottoms (pants, shorts, and skirts) and tops (shirts and blouses) must overlap at all times.
12. Clothing must be neat, clean and modest. It shall be acceptable by community standards and not be educationally distracting. Undergarments must remain covered.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (no)
2. Are there obscene, profane, drug/alcohol/tobacco related, gang related or inflammatory messages on my clothing? (no)
3. Would I interview for a job in this outfit? (yes)
4. Am I dressed appropriately for the weather? (yes)

If a student does not follow the dress code, he/she will be asked to put on other clothing from the principal or be sent home to change before returning to school.

Every faculty member has the right to remove a student or students from class to allow administration to deal with inappropriate clothing. T-shirts and sweats will be given to first time offenders. Second time offenders will be sent home to change with an unexcused absence. They may return to school but the unexcused absence or tardy will stand.

DRIVING TO SCHOOL

Students with a valid and operational Michigan driver's license may drive themselves to school. Any violation of parking, driving, or poor behavior may cause this privilege to be revoked. Parking

must be in a designated parking spot. Anyone driving to school who is absent or late due to vehicle problems will be given an unexcused tardy or absence until confirmation from parent. By agreeing to park in the school facilities, students and parents consent to the opening, examination, and inspection of all items located in any such automobile. Such examination of the automobile or of its contents may be undertaken by the principal of this school building or his/her representative for this purpose. The privilege of driving to school can be taken away with a violation of any of the following:

1. Students are allowed to park in the parking lot at the west end of the school. They are to park in designated, marked parking spots.
2. Reckless driving, improper parking, traffic violations, or damage to school property, including 'burn-outs', will result in the loss of privilege for up to the remainder of the school year.
3. Students are not to go to their vehicle(s) during school hours unless approved by the office.
4. Snow machines, 4-wheelers, golf carts, dirt bikes, and ATVs are not to be driven to school for any reason. Vehicles driven to school must be able to be legally driven on state roads/highways.
5. Students driving are not to drive past buses when either loading or unloading students on school grounds.

DROP AND ADD

After a student and parent select subjects for the coming school year and return the signed enrollment form, they may drop or add a class. They must use the following procedure when dropping or adding a class:

1. Discuss the change with parents, teachers involved and principal.
2. No schedule changes will be made the first day of school.
3. A student must add a course before dropping a course. Full-year courses may not be dropped after one semester without teacher and principal consent. Drop and add is done by grade starting with seniors, juniors, sophomores, and freshman. This can only happen during the first week of each semester. Anyone who drops out of school must obtain a clearance form from the Principal's office, which he/she must present to the teacher. After obtaining the signatures of all teachers concerned, the student will return the form to the principal and be formally dropped. Students withdrawing from school or withdrawing for disciplinary reasons will not return that semester.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent, guardian, or a person who is authorized by the parent or guardian, or a person with a written request. No student will be released to a person other than a custodial parent without written permission signed by the custodial parent or guardian.

ELECTRONIC DEVICES AND CELL PHONES

Teachers may allow electronic devices in their classroom for educational purposes at their own discretion. Administration must be made aware in advance if a teacher has requested the use of

electronic devices in their classroom. Except for the lunch period, students are to keep cell phones, iPods, MP3 players, etc., face-down on the top of their desk if they are brought into the classroom. Students who violate this rule will be subject to disciplinary action or even confiscation of the phone. Students will be asked to turn over their phones to the principal. Cell phones and other electronic communication devices may be confiscated and kept by the school until the completion of the school year. Cell phones and cameras are **never** permitted to be used in locker rooms. Violation of this rule may result in confiscation of the device for a minimum of one day to a maximum of the remainder of the school year at the Principal's discretion.

EMERGENCY EVACUATION OF SCHOOLS

The Board of Education recognizes that its responsibility for the safety of the students extends to possible natural and manmade disasters and that such emergencies are best met by preparedness and planning. All threats to the safety of the District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

EXTRA CURRICULAR ACTIVITY CODE

Participation in extra-curricular activities can be a valuable educational experience. These activities can contribute to the development of the knowledge, skills, and values that help make an individual a responsible person and productive citizen. The Board of Education of Big Bay de Noc School offers students the opportunity to participate in extracurricular activities because it believes these activities to be an important extension of school life. However, student participation in extracurricular activities is a privilege that carries with it the responsibilities to the activity, to the school, to the community, and to the student himself/herself. The extra-curricular activity is any school activity in which the participant does not receive a school credit. If a student is not in attendance in school on the day of an extra-curricular activity (or on Friday if the activity is on Saturday), they may not participate.

FIELD TRIPS

The following rules will be enforced on all field trips involving Big Bay de Noc School students. Failure to comply will result in the student being excluded from the trip. Any violations while on the trip will be reported to the principal and disciplinary action will be taken.

1. All carry-on items, such as purses, luggage, bags, band cases, etc. must be checked by the teacher or chaperone before the students enter the bus.
2. School clothing or better will be worn by all students. Chaperones will have the right to exclude any students who are not dressed accordingly. No shorts, cut-offs, or t-shirts with objectionable or obscene writing on them will be allowed.
3. All students going on any school-sponsored trip must have a signed parental permission slip turned into the office at least two (2) days prior to the trip/activity.
4. All rules will be enforced while the students are on any school sponsored trip.
5. Any other rules or regulations that are communicated by school personnel or chaperones will be enforced. These rules are not designed to take any fun out of the trips. However, they are designed to assure all students on the trip a safe and enjoyable time.

FIRE DRILLS, TORNADO DRILLS, AND LOCK DOWN PROCEDURES

Fire drills, tornado drills and lock down drills will be practiced as required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys

directions of administration or teachers and follows established procedures and routes as quickly as possible. The teacher in each classroom will give the students instructions.

If a student is not with his/her immediate class when practicing a drill, he/she must check in with the nearest staff member. At all times, move in an orderly fashion, move rapidly, do not run, do not push or crowd.

All students will be expected to behave in a manner that maintains safety for all in the school facility.

FOOD AND DRINK POLICY

Classrooms: Water is allowed in the classroom except for computer labs and the library. Teachers should notify the office at least one day in advance if something special will take place in their classroom. The teachers are solely responsible for the all food and drink brought into the classroom. There will not be anything taken out of the classroom.

Hallways: Food, pop/juice, etc. is prohibited during class-time. During lunch time students may transport their lunch to the multi-purpose room and then eat lunch in the multi-purpose room.

After School: All supervised after-school activities (except detention) are allowed to have food and drink, providing the advisor notifies the office one day prior to the event. The group is responsible for all clean-up.

Gym: Only water will be allowed in the gymnasium during practices and non-game activities.

GRADING PROCEDURE AND REPORT CARDS

The Big Bay de Noc Middle School/ Sr. High School will give report cards to students at the end of each marking period. The first and third marking period will include only a marking period grade. The second and fourth marking periods will not only include a marking period grade, but will also include a semester exam and semester final grade.

GRADUATION AND COURSE REQUIREMENTS

REPEATING A FAILED COURSE

1. A student failing a required course must repeat the course and pass it before a diploma will be issued.
2. Upon failing an academic core course (9-12) for the second time, it will be recommended that the student pursue an approved correspondence class or on-line credit recovery for that course at his/her expense.

COURSE AND GRADE REQUIREMENTS

SEMESTER EXAMS

1. All 9-12 students shall take semester final exams at their scheduled times.
2. All semester exams will be in written form.
3. Exams for 9-12 will be administered the last three days of the semester.
4. Extra-curricular practice, meetings, etc. will not be held after school and/or evenings of the day prior to exams, and the first and second days of scheduled final exams. All semester final exams must be completed within one (1) week of the semester. (unless special circumstances require a longer period of time)
5. Students that miss their exams will receive an "E" for the exam if the reason is not approved by the principal.
6. A copy of the exam is to be on file in the principal's office.

7. Seniors with a “B” or better average in any class will not be required to take the second semester exam.
8. No homework, quizzes, or tests shall be given the week of exams.

SEMESTER GRADES

The semester grade will be an average of the following grades: marking periods worth 40% each and exam grades worth 20%.

GRADUATION REQUIREMENTS

At the end of the first semester of the current school year, any senior in jeopardy of not graduating must develop and follow an individual academic plan. This plan will be monitored and reviewed at the end of the third marking period. To be eligible to receive a high school diploma and participate in graduation related exercises, a student must, as a minimum, complete satisfactorily the requirements as outlined below, one week prior to the year set graduation date. The total number of credits needed to graduate will be 25.

Requirements for graduation:

1. 4 credits of Mathematics including Algebra I, Geometry, Algebra II, and one additional math credit.
2. 4 credits of English including ELA 9, ELA 10, ELA 11, and ELA 12.
3. 3 credits of Science including biology, either physics or chemistry, and one additional science credit.
4. 3 credits of Social Studies including ½ credit of civics, ½ credit of economics, one credit U.S. History and geography, and one credit world history and geography.
5. 1 credit of Visual, performing, or applied arts.
6. ½ credit of Physical Education
7. ½ credit of Health Education
8. 1 online learning experience
9. A minimum of seven semesters of high school.
10. Situations in which students are unable to reach the required graduation credit minimum due to vocation classes or to transferring into the school district from a district offering fewer yearly credits, will be dealt with by the principal at his/ her discretion.

ONLINE COURSES AND MICHIGAN VIRTUAL HIGH SCHOOL

Online courses (Odyssey Ware) will be the primary program used for general schedule enhancement and credit recovery. In the event a course is not offered through Odyssey Ware and the student is in good standing and on track for graduation, Michigan Virtual High School (MVHS) may be used to enhance learning experiences for students. Students will be allowed to enroll in OW or MVHS courses for credit to be counted toward grade reporting, graduation, GPA, honor roll, and activities eligibility in two areas: general credit and credit recovery. The principal will use the following and current student handbook rules to implement the OdysseyWare and MVHS curriculum. The principal can determine a student’s plan contrary to the rules listed below if it is found to be in the student’s best educational experience. The student must be able to and have a plan to complete all required courses for graduation before enrolling in Michigan Virtual High School.

General Credit -

- May not be taken if the course is currently offered
- May not count credit if credit has been granted through standard educational setting
- May not be taken if other coursework is available on the regular school schedule unless great benefit to student's learning can be proven.
- May not replace a grade level required course
- May be taken to enhance current student schedule
- May be taken if a transfer student enters and is deficient in elective credits
- The principal will create an approved plan
- Must follow class syllabus if applicable
- Must not have over 15 absences, excused or unexcused, non-school related, the previous semester
- May not be taken by students who have failed two or more classes the previous semester

Credit Recovery -

- May not be taken as a freshman
- May not be taken if the course is currently offered or available to student during high school career
- May not count credit if credit has been granted through standard educational setting
- May not be considered as a repeated course, therefore it will not replace previously earned grades
- Must follow class syllabus if applicable
- Must not have over 15 absences, excused or unexcused, non-school related, the previous semester
- The principal will create an approved plan

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

In addition to the above required subjects, a student considered for valedictorian or salutatorian must have four credits in English, and four credits in science, (integrated science, biology, anatomy/physiology, chemistry, adv. Biology, physics, or other approved course), four credits in math (algebra, geometry, algebra II, and an additional advanced math course). In the event a student is precluded from the positions because of a conflict in scheduling, making it impossible to meet the above requirements, the student may request a hearing with the principal to determine his/her eligibility. These honors are for students enrolled full time at Big Bay de Noc who have completed at least one full year immediately prior to graduation at Big Bay de Noc School. When determining valedictorian and salutatorian, the primary determination will be cumulative GPA after seven semesters. In the event of a tie using GPA, the student's best SAT score received by the school prior to the end of the seventh semester will be used to break the tie.

PROMOTION, RETENTION, ACCELERATION

The Superintendent retains the final responsibility for the placement of all students in the Big Bay de Noc School District. In promoting, retaining, or acceleration of the student at the secondary level, when a pupil is making less than satisfactory progress or adjustment in his/her grade level and or subject area(s), he/she may be directed to repeat all or part of the work or to complete a comparable amount of work in another subject area(s).

A student may qualify for advanced placement in a particular course by consulting with the principal and the teacher involved. Advanced placement will earn credit for the course after completion of the prescribed course work and test(s).

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

Freshmen/ 0-5 credits Sophomore / 6-12 credits Junior/13-17 credits Senior/18 or more credits

Middle School students must successfully pass three of the four core curricular classes or pass 66% of all coursework in order to advance.

SENIOR GRADUATION REQUIREMENTS

Seniors who have no mathematical chance of passing the necessary coursework needed for graduation two weeks prior to graduation will not be allowed to participate in the graduation ceremony. Some situations may allow a senior student, who has not met the necessary graduation requirements, to walk in the ceremony without receiving a diploma.

GYM USE

Students are not to be on the gymnasium floor with boots, hard-soled shoes, or any other footwear other than regular gym shoes. You will be restricted from the use of the gym if this regulation is not followed.

HALLWAY BEHAVIOR

Unauthorized loitering, running, “horseplay”, or boisterousness in the building is unacceptable and contrary to the standards of Big Bay de Noc Middle School/Sr. High School. Students are not to be in the hallways during the time that classes are in session, unless they possess a pass from the office, counselor, or teacher. Lunches, food and drink are to be consumed **ONLY** in the cafeteria/designated eating areas. **Absolutely no soda cans or bottles are allowed in classrooms during school hours. Students may carry water bottles to class with them.** Teachers have the authority in hallway behavior and control. Students spending time after school, in the school, must be directly supervised by a teacher or person approved by the school. Failure to comply and act in a responsible manner will result in school/civil disciplinary action. Students waiting after school for an upcoming practice or other event/activity must be in a designated area and may not be loitering in the hallway.

HEAD LICE

Students with head lice are not permitted to attend or return to school until the outbreak is treated and all nits are removed. In order to return to school, the student must be checked for nits by the principal or his/her designee.

HOMEcomings AND SPIRIT WEEK

1. Selection of the date will be made by the coach, the AD, the principal, and the Student Forum advisor as soon after the start of the season as possible.
2. Responsibility for the Homecoming activities is with the Student Forum members.
3. Selection of the royalty and court for all school functions will be as follows:
COURT:

- a. All high school boys and girls, unless they ask for their name to be removed in advance, will be placed on a ballot.
- b. All high school students will vote for the boys and the girls to be on court in each of the four grade levels.
- c. The top 5 senior boys and girls, 3 junior boys and girls, 2 sophomore boys and girls, and 1 freshman boy and girl will be on court.

ROYALTY:

All high school students will vote for one senior boy and one senior girl from the court to be king and queen respectively.

4. The Student Forum members will plan the activities for the week of Homecoming. The activities must be approved by the advisor and the principal.
5. The Student Forum members or advisor will order the flowers for the queen and the court. The Athletic Department will pay for the flowers. The Student Forum will pay for the music for the event. The Yearbook members will arrange for the Homecoming dance. In the event the Yearbook members should not wish to sponsor the dance, preference will be given to the Student Forum or senior class.
6. The principal or his/her designee will act as the Master of Ceremonies.
7. The Student Forum members will assist in setting up and will be responsible for the clean up after the Homecoming events.

HONOR ROLL PROCEDURE

1. Only courses which earn 1/2 credit per semester will be counted toward honor roll.
2. A student must be taking a minimum of 2 1/2 credits per semester to be eligible.
3. The student must earn a 3.000 (on a scale of 4.00) or better average in all courses the student is taking for the semester.
4. A student enrolled in vocational education who is unable to take the required number of credits because no class is available will qualify for the honor roll.

INCOMPLETE WORK

Students are responsible for completing all assignments in the allowed time. However, if illness or extenuating circumstances require, a grade of “incomplete” may be given on either nine week marking period or the semester. It is the responsibility of the student to contact the teacher involved and learn what needs to be complete for a grade to be issued and the time frame for completing the work. At the end of each marking period or semester, a maximum of two weeks will be permitted for making up an incomplete unless other arrangements are made with the teacher. Marking period or semester incomplete grades automatically become failures if the work is not made up within two weeks following the end of the period indicated by the incomplete unless special arrangements are made with the principal and teacher.

INDIVIDUALS WITH DISABILITIES

The Individuals with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact Diana Thill at 644-2773 to inquire about evaluation procedure and programs.

**BIG BAY DE NOC SCHOOL COMPUTER NETWORK AND INTERNET ACCESS
ADMINISTRATIVE GUIDELINES/ACCEPTABLE USE POLICY FOR
STUDENTS/STAFF**

The intent of this document is to ensure that students/staff comply with the Network and Internet Access Guidelines and Acceptable Use Policy (AUP) approved by the Big Bay de Noc School District, herein known as the District. This AUP may be amended as situations arise, and the provisions contained within this document will be in effect for the duration that the student/staff is in the Big Bay de Noc School District.

In exchange for the use of the District computers and network resources, I understand and agree to the following conditions:

Students/Staff are encouraged to use the District computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students/Staff must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students/staff must sign the Student/Staff Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the District Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A.** Students/Staff are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B.** Students/Staff may only access the Network/Internet by using their assigned Network username/password account. Use of another person's username/password is prohibited. Students/Staff may not allow other users to utilize their passwords. Students/Staff are responsible for taking steps to prevent unauthorized access to their accounts by logging off their computers when leaving them unattended.
- C.** Students/Staff may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students/Staff may not intentionally disable any security features of the Network.
- D.** Staff/Students may not use the Network/Internet to engage in "hacking" or other unlawful activities.
 - 1. Staff/Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents

of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

2. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

- a. posting slurs or rumors or other disparaging remarks about a student or teacher on a website or on weblog;
 - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or teachers;
 - d. posting misleading or fake photographs of students or teachers on websites.
- E.** Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F.** Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G.** Students/Staff are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the District's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 5. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

- H.** Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- I.** Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students/Staff may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the District's technology protection measures. Students/Staff also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Director of Technology if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
- J.** All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K.** Students/Staff may not download or transfer files, shareware, or software from any source including the Internet without permission from the District Technology Director. Students/Staff agree to check, or have checked, any file with a virus detection program before opening the file on any district computers. Should students/staff transfer/download a file or software that infects the network and cause damage, the student/staff will be liable for any and all costs to repair the network. Additionally, the student/staff may be subject to other disciplinary measures as determined by the District. Students/Staff will be liable to pay any and all costs or fees related to damage caused by any file, shareware or software transferred to the network, whether intentional or accidental, without such permission.
- L.** Students are prohibited from accessing social media (including but not limited to, i.e. FaceBook, Google+) 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 approval plan for such use. Students are prohibited from accessing personal email, including but not limited to, Hotmail, Gmail and Yahoo. Students will be

assigned a domain owned filtered Gmail account if email capabilities are required for educational specific purposes.

Staff members shall not access social media (including but not limited to, i.e. Facebook, Google+) for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

- M.** Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the District reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's/staff use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- N.** Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- O.** Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form." Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without consent.
- P.** The District has implemented filtering software intended to block access to materials that are obscene, pornographic, harmful, or that the District determines to be inappropriate in a school setting. However, the District does not guarantee that school officials can control user's access to all such materials, or that users will not have

access to such materials while using the District's network resources. This filtering software operates only within the District wide area network (WAN). It is the intent of the District to comply with the Children's Internet Protection Act.

- Q.** The District does not warrant that the functions of the network will meet any specific requirements that the user might have, or that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- R.** Violations of this Acceptably Usage Policy will result in, but not be limited to the
- (1) Loss of Computer/Network privileges for three days.
 - (2) Loss of Computer/Network privileges for two weeks.
 - (3) Loss of Computer/Network privileges for the remainder of the school year, or indefinitely.
 - (4) Users will be responsible to make full financial restitution for any unauthorized expenses or any damage caused.

The District reserves the right to impose these listed sanctions in any order, or the district may impose immediately a more severe sanction if the situation warrants. In consideration for the privileges of using district network resources, and in consideration for having access to the information contained on or by the district network resources, the student/staff hereby releases the District, network and their operators and administration from any and all claims of any nature arising from use, or inability to use district network resources.

LIBRARY USE

CHECK OUT SYSTEM FOR BIG BAY DE NOC SCHOOL LIBRARY (Grades 6-12)

1. Students will abide by all rules for the library or lose the privilege of using the library.
2. Books checked out are due back in the library two (2) weeks after they are checked out.
3. Students who have overdue items will not be allowed to use the library
4. Students who do not pay for lost or damaged materials will not be allowed in the library.
5. Students will not receive final report cards if they have an outstanding balance with the library.
6. Seniors will not receive diplomas or be allowed to transfer transcripts if they have an outstanding balance.
7. Any library material found on a student or in that student's locker, that is not checked out will be treated as stolen property. The student will be subject to all school disciplinary procedures and legal recourse.

LOCKERS

The lockers are the sole property of the school and assigned to students for their proper use only. Students are expected to keep lockers reasonably clean and neat. Students must use the locker

combination or lose the use of the school locker. There will be inspection of the lockers during the school year for this purpose. Students should not share their combination with anyone, and may not switch lockers with anyone without office permission. Although every effort will be made to find or retrieve missing items, **THE BIG BAY DE NOC SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM LOCKERS.** Missing items should be promptly reported to the office. Student lockers are the property of Big Bay de Noc School. Students are advised to take time to make sure that their locks are used and secured properly to insure that protection of personal property. Clean up will occur at the beginning of each quarter and at the end of the school year.

LOCKER SEARCHES

The Board reserves the right to inspect, through the administrative staff, any locker in the school. The building principal or school authorities authorized by the principal, for any reason at any time, without student notice or consent and without a search warrant, will conduct a periodic general inspection of lockers. General searches will be conducted randomly. A name will be chosen randomly and given to the principal. The principal of the building shall have the authority to conduct a search of any student locker whenever she has reason to believe that the use of said locker may be in violation of a school rule or policy or of any other law. **The building principal is authorized to conduct a search of all student lockers when he/she deems it necessary to do so for the safety or well-being of the student body because of clear and immediate danger. The principal or a member of the staff, authorized by the principal, may make any search.** The student assigned the locker in question or representative students shall be present unless having students present would cause undue hardships for the students. If the principal deems it necessary for any items found in the search to be confiscated, she may remove them to secure the items. The principal may consult the presence of the local law enforcement, if s/he deems it necessary.

LUNCH PROGRAM

All students will be issued a 3-digit meal code at the beginning of the school year and must use it to receive a meal. Money for each student's meals will be accepted weekly from students. Students should pay by the week, not the day. All money received will be deposited to the student's account. The account will then be charged the appropriate amount depending on whether the student is having a standard lunch or buying a la cart items.

Students purchasing meals are expected to have money on their accounts to sufficiently cover the cost of their purchases. Parents interested in applying for free/reduced priced meals can contact the school office to request an application form or receive more information. Students who were on free/reduced meals at the end of last year may remain so until they have a new application on file or until September 30, whichever comes first.

Prices for lunch are:

\$2.75 per day - Regular

\$.40 per day - Reduced Lunch

\$.30 per day for snack/cold lunch milk

Breakfast is free of charge

MATERIALS NOT NORMALLY DISTRIBUTED BY THE SCHOOL

No student or organization is to sell or distribute any materials or products without specific authorization of the Principal.

PEP ASSEMBLIES

Pep assemblies may be arranged at least three days in advance for some home games and certain other special games. Pep assemblies will generally not exceed 15 minutes in length except for the homecoming pep assemblies. It will be the responsibility of the cheerleaders, social clubs, and the various classes to work out and present suitable programs for these events.

PLAGIARISM POLICY

It is the opinion of the staff and faculty of Big Bay de Noc Middle School/ Sr. High School that plagiarism is the theft of others' thoughts, words, and work. When a student writes a paper or creates a project, he/she must make available the outside sources. These outside sources are those in which students and faculty cannot access through school resources. All offenses will follow the student throughout his/her high school career.

First Offense: A grade of zero "0" for the assignment and notification of parents

Second Offense: A grade of zero for the marking period and notification of parents

Third Offense: The Loss of credit for the semester and notification of parents

PROGRESS REPORTS

A student's progress may be viewed any time on PowerSchool. Parents/guardians without a login and password may contact the school to receive access to their child's progress. A progress report will be issued four times during the school year for all students. A progress report will be issued at the end of the 5th week of the marking period. These reports will be mailed to the parents. Parents are asked to contact the teacher to discuss the report with the teacher issuing the slip.

PUBLIC DISPLAYS OF AFFECTION

There is a proper time and place for expressing affection. The school day and workstations are not considered proper places for this expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at any school events.

SCHOOL ORGANIZATIONS AND MEETINGS

Any school organization wishing to hold a meeting must obtain permission from their advisor and placed in the announcements two days in advance. All meetings must be approved by the principal.

SCHOOL TELEPHONE REGULATIONS

There is a phone in the school office. This is to be used by the students during regular school hours for emergency purposes only. Non-emergency calls may be made during lunch time or after school. Students should not be using classroom phones during school hours. Students must adhere to the following guidelines:

1. The phone must be used with specific purposes, such as contacting parents or guardians, work, or making appointments.
2. No student shall be making a call during class hours without the teacher's written permission.

3. Any wrongful use will constitute forfeiture of the student's right to use the phone.

SCHOOL-TO-WORK

A senior may seek approval from the principal to participate in a work-release or school-to-work program. An approved student may schedule to be released from school for an arranged time period if their work schedule warrants and if working does not conflict with their schedule in school or result in jeopardizing their graduation eligibility. The student and parent must conference with the principal before setting up a school-to-work program. It is the student's responsibility to establish legitimate employment. Written correspondence with the student's employer may be requested on a weekly basis.

SNOW DAYS AND DELAYED START

As soon as it can be determined, announcement will be made through the radio stations and television stations servicing our area listed below. In some rare instances, it will be possible for the great majority of students to attend even when weather may close some roads. Should it be determined that conditions will improve to enable the school to open, a delayed start of two hours will be announced by the radio stations. Listen to these stations: WLUCTV, WCMM, WGLQ, WCHT, WYKX, WDBC, and WTIQ. Please do not call the school. Closures will be announced on the following websites: WLUC, Radio Results Network, www.bigbayschool.com, and the Big Bay de Noc Facebook page. Parents may also sign up to receive an automated call from the school on days with delayed starts or cancellations.

STANDARDIZED TESTING

The State of Michigan requires testing at certain grade levels. The Big Bay de Noc School District will adhere to the state's requirements. Results of this test also help students make career plans and choices. The results are also used by the armed forces to determine placement of the students who are planning a service career.

STUDENT FORUM

The purpose of the organization shall be to enable the student body, through its representatives, to cooperate with the faculty and the administration, to create and uphold the good citizenship of the school, to give the student body a voice in school government, and to promote activities for the best interest of the school. The student forum consists of the elected class officers of all classes 9-12 and an elected boy and girl from grades 6-8.

REMOVAL FROM OFFICE – STUDENT FORUM

A student in an elective or appointed office (such as class president, student forum, etc.) can be removed from said office for one or more of the following reasons:

1. Drinking in school or at a school function or on school property.
2. Use of marijuana.
3. Use of narcotics (unless under doctor's prescription).
4. Consistent violations of the policy (3 or more times).
5. Commission of a crime which could lead to conviction in courts.
6. Repeated instances of vulgar, obscene language or swearing.
7. Use of tobacco products.

8. Receiving more than two behavior referrals for the semester or exhibiting chronic absenteeism (determined by the Principal).

The action to remove will be in writing. The principal will hear all available evidence and reach a decision. Within two days such decision can be appealed to the Superintendent. Failing there, the student could appeal to the full Board at their next scheduled meeting. If the removal is upheld by the Board the next ranking member in office shall succeed to that office. For example, the vice president could become president. If an officer other than the president is removed, the affected group will hold an election to determine the replacement. The removed person cannot succeed him/her.

STUDENT HARASSMENT AND INTIMIDATION

Harassment of a student(s) by other student(s) or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of sexual nature as defined in this policy. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office. **Definition:** Harassment means unwelcome threats, requests for favors, and other verbal or physical conduct of a harmful nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to a or rejection of such conduct by a board member, employee, or student is used as the basis for decision affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following: - verbal harassment or abuse; - pressure for sexual activity; - remarks with sexual or demeaning implications; - unwelcome touching; - sexual jokes, posters, or cartoons; - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job performance of public duties. Approved: LEGAL REF: MCL, 37.2101 et seq., MCL, 380.1300a Title IX of the Education Amendments of 1972. All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension and expulsion from the district. If someone feels they have been subjected to sexual harassment, they shall report the incident to the teacher, guidance counselor or building principal. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school's legal obligations. The Grievance Policy is located in the office and is available upon request. A copy of the involved parties' and school's legal obligations can be obtained from the High School Principal's office. Once the incident is reported, the report will be investigated to determine the validity of the report. The district is to gather the harassment complaint committee to discuss the complaint and further actions to be taken

by the district. The committee will be comprised of the principal, a teacher, and the superintendent. **Penalties for students guilty of sexual harassment will range from a detention to a suspension.**

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without consent of a parent. Parents may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board. For further information about the items included within the category or directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Superintendent’s office.

STUDENT SERVICES

Student services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study help, help with home, school and/or social concerns, or any questions the students may have. Students wishing to visit the principal should contact the office in advance to obtain a pass. All visits must be on an appointment basis.

TEXTBOOKS

The school furnishes textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

TITLE IX

Title IX of the Education Amendments of 1972 of the United States Congress specifically states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance... "with certain exceptions."

It shall be the policy of the Big Bay de Noc School District to fully comply with Title IX guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress. The Board of Education, the administration, and the staff of Big Bay de Noc School will seek to take whatever rules and policy steps may be necessary to eliminate discrimination on the basis of sex in all educational programs, curricular and extra-curricular activities, and employment practices which come under the regulations of Title IX.

All students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services, and thus it will be a violation of policy for the district, board, administration, teachers, or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlements and provision of services, selection of courses or programs,

counseling services, physical education and athletics, treatment on the basis of marital or parental status including pregnancy.

Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities on school time, shall be provided to any non-school organization or individual which discriminates on the basis of sex. All employment decisions will be made in a non-discriminatory manner in relationship to recruitment, hiring, assignment, promotion, transfer, lay-off, termination, reinstatement, job classification, salary and fringe benefits. In order to facilitate the evaluation of current practices, to investigate complaints to answer inquires, and to guide the implementation of compliance efforts, Mary Brayak has been appointed the local Title IX Coordinator. All questions, requests for information, or complaints relating to discrimination on the basis of sex in the Big Bay de Noc School District should be directed to the superintendent.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Big Bay de Noc Middle School/ Sr. High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school office for specific details.

TRANSPORTATION

- A. Only students enrolled in Big Bay de Noc School (pre-K through 12) are permitted to ride the bus.
- B. If a student wishes to ride a bus to another student's home, a parent's permission note must be signed by school office personnel before student will be admitted on that bus.
- C. Student conduct on the bus is the responsibility of each individual student and his/her parent or guardian. The driver is in complete charge of his/her bus at all times. Referrals of misconduct will be made in writing to the principal by the driver.
- D. Insubordination, fighting, obscene language, or any other behavior that is detrimental to the safety and well-being of passengers may result in an immediate suspension of riding privileges.
 - 1. First Bus Conduct Report: Driver calls student's parents/guardian. Bus conduct report sent home with the student. Student meets with principal.
 - 2. Second Bus Conduct Report: Driver calls student's parent/guardian. One day bus suspension. Student meets with principal and driver. Bus conduct report mailed to parents/guardian.
 - 3. Third Bus Conduct Report: Driver calls student's parents/guardian. Three day bus suspension. Conference to be held with parent, student, driver, and principal upon return from three day suspension. Bus conduct report given to parents. Student may not use school transportation until conference is held.
 - 4. Fourth Bus Conduct Report: Principal calls student's parents/guardian. Bus suspension for the remainder of the school year. Bus conduct mailed to parents/guardian.

VENDING MACHINES AND LUNCH PERIOD

Juice, pop, and water may be purchased from the vending machines before and after school and during lunch periods. Open beverage containers are not permitted in the hallways or in a student's locker. Do not leave empty beverage cans or bottles in your locker.

VISITORS

No visitors are to be permitted on the grounds or in the building without having a valid reason for their visit and having obtained clearance from the Principal's office. Occasionally a student may wish to have a friend attend classes with him/her for a day. Arrangements for visitors must be made with the principal at least one full day prior to the planned visit.

- 1) The visitor must be a secondary student.
- 2) Secure permission from both parents and all of the student's teachers.
- 3) Register by name in the school office.
- 4) A guest may visit Big Bay de Noc School only one day per school year.

VOCATIONAL CAREER TECH EDUCATION

Students may earn up to 3 credits per year for vocational coursework. The student handbook and disciplinary code as set forth by the Delta-Schoolcraft ISD will apply to all students who participate in that program. The Delta-Schoolcraft ISD will distribute the handbook to those students.

WITHDRAWAL FROM SCHOOL

State law requires that minors attend school. If you are considering leaving school, see the principal. Students who withdraw from school must complete the following procedures:

1. Talk with the principal about the reasons for leaving.
2. Obtain and complete the CLEARANCE FOR LEAVING SCHOOL form.
3. Return all textbooks and school materials to the principal's office, library, and/or the classroom(s).
4. Clean the locker assigned to you.
5. Pay any financial obligations to the school. If you are transferring to another school, leave your new school's name and address.