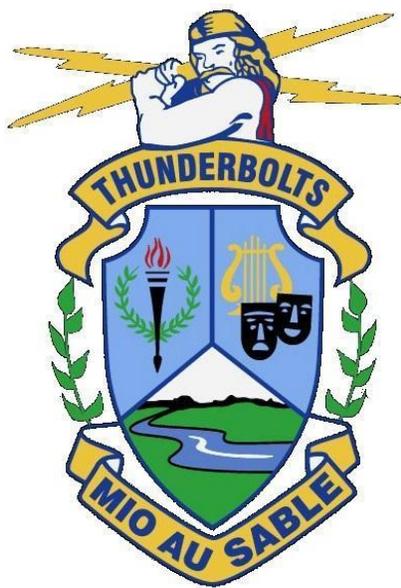


# Mio AuSable Schools High School Handbook 2023-2024



Knowledge – Responsibility - Respect

Mio AuSable Schools – 1110 W Eighth St, Mio, MI 48647  
[www.miok12.net](http://www.miok12.net)

High School Office (989) 826 2481  
Athletic Office (989) 826 24  
Transportation (989) 826 2430  
Food Service (989) 826 24  
Attendance (989) 826 2486

## Table of Contents

<a href="#">Mission Statement</a>	2
<a href="#">Welcome from the Principal</a>	3
<a href="#">Mio AuSable Board of Education</a>	4
<a href="#">School Administration</a>	4
<a href="#">Emergency School Closings</a>	4
<a href="#">The School Day</a>	5
<a href="#">Student Concerns, Suggestions, And Grievances</a>	5
<a href="#">Student Code of Conduct - Rights and Responsibilities</a>	5
<a href="#">Enrolling in School</a>	6
<a href="#">Supplies and Materials</a>	7
<a href="#">The Age of Majority</a>	7
<a href="#">Student Driving and Parking</a>	7
<a href="#">DRESS AND GROOMING --Dress Code</a>	8
<a href="#">Student Visitors</a>	8
<a href="#">Foreign Exchange Students</a>	9
<a href="#">Attendance Policy</a>	9
<a href="#">Tardiness Policy</a>	11
<a href="#">Student Discipline/Behavioral Expectations</a>	13
<a href="#">Cell Phone/Technology Policy:</a>	15
<a href="#">Bullying, Hazing &amp; Sexual Harassment</a>	15
<a href="#">Academic Ethics</a>	17
<a href="#">Suspension/Expulsion – Due Process</a>	18
<a href="#">School Detention Policy</a>	19
<a href="#">Graduation Requirements and Participation</a>	19
<a href="#">Preparing for Post High School</a>	22
<a href="#">Parent/Teacher Conferences</a>	23
<a href="#">Grading and Report Cards</a>	23
<a href="#">Homebound Instruction</a>	25
<a href="#">Academic Support</a>	26
<a href="#">Suggestions for Academic Success</a>	28
<a href="#">Guidance Services</a>	28
<a href="#">Scheduling</a>	28
<a href="#">INDIVIDUALS WITH DISABILITIES</a>	29
<a href="#">LIMITED ENGLISH PROFICIENCY</a>	29
<a href="#">Career &amp; Technical Education</a>	29

<a href="#"><u>On-Line/Blended Learning Program</u></a>	30
<a href="#"><u>General School Procedures</u></a>	30
<a href="#"><u>Social Function Procedure</u></a>	31
<a href="#"><u>BUS CONDUCT</u></a>	32
<a href="#"><u>School Food Program</u></a>	34
<a href="#"><u>Fire Drills and Emergency Evacuation</u></a>	35
<a href="#"><u>Student Senate</u></a>	35
<a href="#"><u>Fundraising – Handling of Funds</u></a>	35
<a href="#"><u>Health</u></a>	35
<a href="#"><u>Emergency Procedure Cards</u></a>	36
<a href="#"><u>Administration of Medication to Students</u></a>	36
<a href="#"><u>Resident Nonpublic School Students</u></a>	41
<a href="#"><u>Appendix – Legal Notifications</u></a>	42
<a href="#"><u>STUDENT HANDBOOK - PARENT/STUDENT SIGNATURE SHEET</u></a>	45

## **Mission Statement**

The mission of the Mio AuSable School community is to provide an innovative and enthusiastic learning environment that develops **knowledgeable**, **responsible** and **respectful** lifelong learners.

## Mio AuSable Board of Education

The Board of Education is composed of seven citizens of the Mio AuSable School District who are elected for six year terms. Meetings are held on the second Tuesday of each month at 6:00 pm in the school auditorium. School board bylaws and policies as well as meeting minutes are available on the district website.

Penny Irelan, President  
Allison Long, Treasurer  
Linda Whaley, Trustee  
Todd Wyckoff, Secretary

Mary Lou Hunter, Vice President  
Richard Hoffman, Trustee  
Kathi Mitchell, Trustee

## School Administration

Marvin Taylor, Superintendent  
Marvin Taylor, MS-HS Principal  
Merideth Smith, High School Secretary  
Ashley Marsh, Athletic Director  
Becky Holloway, Transportation Supervisor  
Mary Miller, Food Service Director

## Emergency School Closings

Adverse weather conditions or other emergency situations may cause school to be canceled, released early, or started later than normal. When these situations occur, we will make the announcement through School Messenger, the District Facebook Page and TV 9&10 News. Many other local news sources will also broadcast the list once reported.

## The School Day

A regular school day runs from 8:25 am – 3:25 pm. It is divided into 7 academic periods and a lunch period. The following provisions shall apply:

- Arrival – Students should arrive at school between 7:45-8:20. There is no provision for supervision of students before 7:45 am so students should only be in the building for meetings with a teacher, coach or other staff member.
- After School – Students who are participating in an after school program, such as tutoring or athletic practice are expected to leave at the end of the day. Students may not wait at school unsupervised from the end of the school day until an evening athletic contest or other event.
- Closed Campus - Mio AuSable Middle School and High School is a closed campus. Students are generally not allowed to leave during the school day. The exception to this rule applies to CTE and Dual Enrollment classes that are being completed off site and with parent permission.
- Early Dismissal - No student will be allowed to leave school prior to dismissal time without a written request signed by his/her parent or a person whose signature is on file

in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **Student Concerns, Suggestions, And Grievances**

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

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

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

## **Student Code of Conduct - Rights and Responsibilities**

The word “rights” refers mainly to that which a person may take for himself as an individual. The word “responsibility” refers mainly to the individual’s obligation to others within his society. The Constitution of the United States through the Bill of Rights and subsequent Amendments gives all citizens certain rights, and students do not shed those constitutional rights by walking through the school door. However, within the school setting and in society, there are responsibilities and expectations that students must adhere to and understand.

Each student has the responsibility to:

1. Respect the inherent human dignity and worth of every other individual.
2. Be informed of and adhere to the rules and regulations established by the Board of Education and implemented by school administrators and teachers for the educational welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program.
5. Refrain from libelous and slanderous remarks and obscenity in verbal and written form.
6. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
7. Conduct oneself in an appropriate manner while in attendance at all school related functions held on or off school grounds.
8. Continue or become actively involved in one’s education, understanding of people, and preparation for adult life.
9. The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges or other insignia as long as doing so is not disruptive to the learning process. All items must meet the approval of the building principal.

## **Enrolling in School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Unless enrolling under the District's open enrollment policy, at the beginning of each semester. New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document.
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations,

Under certain circumstances, temporary enrollment may be permitted. In such cases parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Students enrolling from a non-public school or home school program will be awarded appropriate credit as described in Board Policy 5463 – "Credits from Nonpublic Schools".

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school may be temporarily denied admission during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Students must be current with all immunizations required by law or have an authorized waiver from State immunizations requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the High/Middle School Secretary.

## **Supplies and Materials**

Mio AuSable School charges specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be

needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

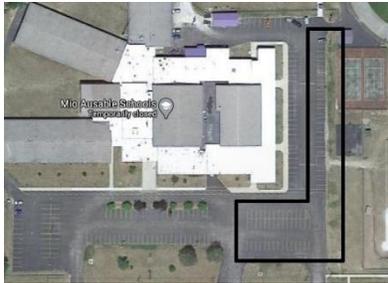
## The Age of Majority

The Mio AuSable School Board recognizes the rights of a person who reaches the age of majority. However, the Board and administration maintain the authority to establish rules and regulations for control of all pupils, no matter what their ages. Furthermore, it is our administrative procedure to notify parents whenever a student invokes his/her right to be treated as an adult. Students who are 18 or older should also realize that being able to act for oneself legally does not also give them the right to excuse themselves from following any and all school rules, policies and procedures, especially in the areas of attendance and discipline.

## Student Driving and Parking

Many students enjoy the privilege of driving to school. The following provisions apply to all student drivers with a car at school. Failure to follow these provisions may result in the loss of driving privileges, other disciplinary actions and/or the referral to law enforcement.

- All vehicles must be registered in the office.
- Students must park in the areas designated for student parking shown below.



- Student vehicles on school property may be subject to inspection and search by school officials. Students will agree to open locked vehicles when asked to do so by school officials.
- Students have a valid driver's license and must drive responsibly at all times.
- Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.
- Students may not go to their cars during the school day without prior permission from the office.

## DRESS AND GROOMING --Dress Code

Like so many aspects of your time here at Mio AuSable Middle/High School we are trying to instill in you an education beyond the classroom. We believe that includes proper attire that mirrors professional or casual dress that is deemed acceptable in the workplace or other public institutions with dress code standards beyond "no shirt, no shoes, no service".

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is a distraction or indecent, to the extent that it interferes with the learning and teaching process. Students inappropriately dressed and/or groomed will have the option to change and/or correct their appearance **or be sent home**.

1. Proper footwear is always to be worn. Slippers are not appropriate footwear.
2. Hats or hoods must be removed during school hours.
3. Any clothing or jewelry that advertises directly or indirectly alcohol, tobacco, marijuana or other illegal drugs may not be worn.
4. Sexually explicit or suggestive writings on garments or jewelry may not be worn.
5. Clothing:
  - a. Must not be see through
  - b. Must not be torn or ripped in a manner that exposes skin or undergarments in areas required to be covered. This includes intentionally or unintentionally distressed jeans and cut offs. No pajama pants.
  - c. Skirts/shorts must cover an area that reaches mid-thigh.
  - d. Shirts must have shoulder straps of at least 1" width. No strapless tops or dresses are permitted.
  - e. Shirts must always fully cover the midriff and torso. This includes the neckline and the sides of the garment.
  - f. All pants, shirts, shorts must be worn at waist level.
  - g. Any use of satanic or cult reference on clothing will not be allowed.
  - h. Jackets, coats, blankets or backpacks may not be brought to class **except** with the explicit permission of the teacher.
  - i. Gang related clothing, such as gang colors or insignia. This also includes items that may be used as a weapon such as sharp objects or wallet chains.
  - j. No item may be worn which would create or intend to create a hostile environment or disrupt the educational process for any other student due to the student's gender, race, sexual orientation, national origin, cultural heritage, or religion. This includes but is not limited to hate speech or any other emblem that symbolizes violence and would create an anticipated disruption to the education of others.

## Student Visitors

As a general rule, students who are not registered students at Mio AuSable Schools are disruptive to the education process and are not allowed to visit during the school day.

An exception to this rule may be granted by the principal if:

- The visit is educational in nature and not social in nature.
- They are a student in good standing with their school and have a signed note from their principal authorizing the visit.
- A plan for the visitor is developed that includes where the student will be attending each period of the day and each person who will be supervising the visitor having signed off on the plan.
- Following the visit, the principal will report to the visitor's school about the success of the visit.

## Foreign Exchange Students

The transcripts of all foreign exchange students must be reviewed by the building principal with the host family, exchange student, and an agent from the student's exchange organization. A determination will be made at this time of the status of this student regarding graduation and

grade assignment. This meeting will also determine whether this student will be eligible for senior honors.

## Attendance Policy

Opinion 5414 of the Attorney General “The compulsory attendance law recognized an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.

School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student’s academic achievement. Therefore, the school district, by its agents and employees, may consider attendance in determining a student’s grade in a course.

We believe that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated. For the Mio AuSable Middle/High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. The following policy has been developed and approved to encourage good attendance.

### Attendance Philosophy

The purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic achievement and successful everyday work experience. To foster positive work and study habits, the Mio High School administration and faculty believe that students must be in class in order to fully maximize their educational opportunities.

**Students are expected to be on time and attend every class daily.** Daily teaching strategies, such as, interactions between students and teacher, discussions, lectures, audio-visuals, and reports cannot be duplicated outside of the classroom and constitute a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily academic activities in their classes. When a student is absent the educational experience of all students will be diminished. Regular and constant school attendance helps develop responsibility, self-discipline and fosters the skills necessary for successful every day work experiences.

### Policy

All students shall be in attendance a minimum 90% of the semester. This equates to missing no more than **eight (8) days per semester**.

The following absences will not be counted towards the 90% minimum standard:

- A. School-related absences (field trips, disciplinary suspensions and sports participation are examples, all others at the discretion of the Principal)
- B. Absences due to **documented** funeral attendance.

- C. Court mandated appearances (**must have court documentation**).
- D. Doctor or Health visits with an original note from the doctor's office including dates and times of appointment.
- E. Long term (beyond 3 days) health related absences documented with an original doctor's note; the note must be given to the high school office immediately upon return to school. Doctors notes **must** contain the date(s) the student was unable to attend school, and the doctor's original signature.
- F. Up to two (2) college visitations. The visits must be pre-approved through the office and a college official's signature on college stationery must be turned into the high school office immediately upon return to school.
- G. Family vacations longer than three (3) days with prearranged permission will have the first (3) days of the vacation count towards the total of 8 absences with any days after the first 3 absences being blocked/not counting. Forms are in the office and must be turned in one (1) week prior to the vacation.

Students who accumulate more than eight (8) absences in any/all classes will be referred to the Principal and possibly have a truancy petition filed with the schools truancy officer and Oscoda County. Chronic absenteeism in any class can cause a student's grade to falter which can lead to earning a failing grade in a course. Failure of a course can lead to repeating a course and/or affecting graduation status at the high school or possible retention at the middle school.

**REGARDLESS OF THE NUMBER OF ABSENCES, STUDENTS ARE REQUIRED TO ATTEND ALL CLASSES.**

#### Attendance Procedures

1. Each and every absence must be accounted for by parents. This can be done by calling the **24-hour attendance hotline at 989-826-2486** or by sending a note to school with the student.
2. Students reporting late to school must report to the high school office and sign in before going to class.
3. Early dismissals and late arrivals, other than those assigned to a student's schedule, must be accounted for by the parents through a phone call to the high school office at the time of the late arrival or early dismissal. **A student must be in class for thirty (30) minutes or more to be marked present.**
4. The high school office will record any absence unverified by a parent within 24 hours as unexcused and the student will be able to make up the work with the reduction of one grade for the assignment.
5. Documentation excusing absences due to attending a funeral, college visits, court-mandated appearances and doctor's notes must be given to the high school office the day the student returns to school.
6. An attempt will be made by the high school office to contact home each time an unverified absence occurs through text, email or a phone call.
7. Parents are encouraged to check **Skyward** frequently for attendance information.
8. School-related absences must be verified by the event sponsor and a list provided to the high school office and all staff members one week prior to the event.
9. Students who attain six absences may be referred to the district attendance officer for intervention. At ten absences, the district attendance officer may refer the student to the Juvenile Court for truancy.
10. It is the student's responsibility to monitor their attendance.

### **Make-up work**

The student, who has been absent, has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has the responsibility, when requested, to develop and assist in giving make-up assignments.

### **Trip Policy**

All students must have a Family Trip form signed by their teachers and their parents and placed on file in the high school office at least two (2) school days prior to leaving school. **A teacher's signature does not indicate approval for the students to miss school.** Their signature only indicates knowledge of the student's not attending school. Parents should take into consideration the student's grades before taking the student out of school for any length of time. The student handbook and other school district rules and regulations apply to students when on trip.

## **Tardiness Policy**

Being on time is a life skill that is important to each student's future. Schools have the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time. Promptness to class protects the teachers' rights to begin instruction on time for **ALL** students.

Students are required to be in all classes on time every day. **Tardiness to class is defined as not being physically in the classroom when the bell stops ringing.** Students with a legitimate pass will not be considered tardy.

Excessive tardiness will result in intervention by the Principal to solve the problem.

Students will be considered absent to first hour if they are more than ten (10) minutes late. If students are more than five (5) minutes late to any other hour they will be considered absent.

### **Procedure**

- The teacher will close their classroom door after the bell stops ringing
- The teacher will notify the student each time the student is tardy.
- The teacher will record every tardy.
- Parents should check **Skyward** to monitor classroom tardiness.

A student who is habitually tardy, defined by 4 or more tardies to a given class in a single semester, will meet with the principal to address this ongoing problem. This may include the assignment of additional consequences (ex. lunch or after school detention).

### **Senior Attendance Incentive – Second Semester only**

Seniors (unless enrolled in an AP and/or Honors class) with a grade of B- (80%) and four (4) or less absences for the second semester will not be required to take the final exam. All AP and/or Honors students must take their final exams. **School-related absences and absences due to death in the immediate family will not be counted in this total** and are not calculated in this exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade.

**Outstanding Attendance**

Outstanding attendance will be recognized at the end of each school year for any student in grades nine through twelve who does not exceed two (2) absences and or two (2) tardies in all classes throughout the school year. All underclassmen with perfect attendance will be recognized annually at the School Awards ceremony. All graduating seniors with perfect attendance for that school year and/or perfect attendance for all four years of high school will be recognized at the High School Awards Night.

**Student Discipline/Behavioral Expectations**

Administrative discretion may be used to determine the range of progressive discipline. Teacher warnings will precede implementation of the discipline range. Certain offenses may also be subject to police notification and criminal prosecution. The Student Code of Conduct will be enforced in all circumstances occurring on school property, transportation (including bus stops), and school activities, as well as in situations away from school that impact school safety and order.

“The Board recognizes that the discipline and the control of student behavior in the classrooms are essential factors for having meaningful learning experiences. In general, it is expected that teachers maintain control in the classroom so that effective learning will take place. It is also expected that teachers will assist in disciplinary matters which are on school property.” The following list of behaviors that may result in a student being disciplined should not be considered all-inclusive.

**Discipline Disclaimer**

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list as a limitation upon the authority of school officials to deal appropriately with violations of a school building’s individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students. Each prohibited act listed in the Student Code of Conduct sets forth the possible discipline which will be imposed for a violation. In cases where the stated penalty is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student’s prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

**Progressive Discipline- dependent on the nature and severity of the offense and past behavioral records.**

<b>Number of Reports Received</b>	<b>The consequence for this number of infractions</b>
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1. 4th and 5th reports in one Semester	One (1) day suspension
2. 6th and 7th reports in one Semester	Two (2) days suspension.
3. 8th and 9th reports in one Semester	Three (3) days suspension.
4. 10th and 11th reports in one Semester	Four (4) days suspension.
5. Twelve (12) reports in one Semester	Five (5) days suspension & specific behavioral plan.
6. Reports over 12 will be discussed with administration and family.	Ten (10) days suspension & behavioral plan updates.

<b>Tier 1 Infractions</b>	
<b>OFFENSE</b>	<b>PROGRESSIVE DISCIPLINE RANGE</b>
1. Failure to comply with a reasonable request, insubordination including participating/doing work as assigned in class.	First offense: Lunch detention Second offense: Lunch detention Third offense: After School Detention Fourth offense: Progressive Discipline See above for more
2. Rude, abusive, vulgar, inappropriate behavior, or language	
3. Classroom disruption	
4. Falsification of records, notes, statements	
5. Leaving building/class without permission; skipping/tardiness	
6. Possession of lighter or matches	
7. Defacing property, vandalism	
8. Inappropriate use of technology, Including cell phones, music devices, computers, tablets, laptops, earbuds or headphones and smart watches.	
<b>Tier 2 Infractions</b>	

9. Theft	May result in after School Detention Up to 10-day suspension and may include potential police involvement
10. Theft by use of threat, force, or extortion	
11. Possession/use of fireworks	
12. Setting off false fire alarm	
<b>Tier 3 - May result in Police Involvement and Expulsion</b>	
13. Bullying, threats, intimidation, inappropriate physical contact, harassment, fighting	Administrative intervention Up to 10-day suspension
14. Possession/Use/Distribution and Sale of tobacco or tobacco products/vaping	1st offense: 3 day suspension* 2nd offense: 5 day suspension* 3rd offense: 10 day suspension*  *Notify law enforcement
15. Possession/Use/Distribution and Sale of alcoholic beverages, including any beverage with alcoholic content. Student may be asked to take a Breathalyzer test. Refusal to submit to test will result in disciplinary action.	<i>1st Offense:</i> Mandatory screening, 3 day suspension* <i>2nd Offense:</i> Mandatory screening, 5 day suspension.* <i>3rd Offense:</i> Mandatory screening, 10 day suspension*  *Notify law enforcement
16. Possession/Use/Distribution and Sale of controlled substance or other substance prohibited by law, including but not limited to: marijuana, illegal pills, narcotics, look-alike drugs and drug paraphernalia.	Up to 10-day suspension*  *Notify law enforcement
17. Possession of weapon, look-alike weapon, or an object which may be used to cause or threaten harm to others	Up to 10-day suspension*  *Notify law enforcement
18. Possession of a dangerous weapon ("firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife operated by a mechanical device, iron bar, or brass knuckles") defined by State Law.	Notify law enforcement  Disciplinary action per state law
19. Threat directed at a school employee, volunteer, or contractor ("any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger or bodily injury or harm")	Notify law enforcement  Disciplinary action per state law
20. Bomb threat or similar threat directed at a school building, or other school property. School Code Section 1311a	Notify law enforcement  Disciplinary action per state law
21. Physical assault of a student ("intentionally causing or attempting to cause physical harm to another through force or violence"). School Code Section 1311a	Notify law enforcement  Disciplinary action per state law
22. Physical assault of a school employee, volunteer, or contractor. School Code Section 1311a	Notify law enforcement  Disciplinary action per state law

23. Arson in a school building or on school grounds (including buses, dugouts, garages). School Code Section 1311a	Notify law enforcement Disciplinary action per state law
24. Criminal sexual conduct. School Code Section 1311a	Notify law enforcement Disciplinary action per state law

Student Disorder/Demonstration

Students will not be denied their right to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, The student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Search and Seizure:

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any item that are not illegal or against school policy.

**Cell Phone/Technology Policy:**

The Administration and Faculty understand and encourage the use of technology in the school setting. However, today's personal phone has become an ever-increasing distraction to the learning process of many students. Therefore, use of cell phones and other *personal electronic devices PED's* (including but not limited to Bluetooth earbuds, wired earbuds, iPod, iPad etc.) **will not** be allowed in **classrooms OR hallways** during instructional hours. Students are to leave cell phones **off and away**, preferably secured in their locker, during the school day (out of sight out of mind). Students may check messages in between classes and have these items in their possession during the lunch hour for their personal use only. Teachers may, with prior administrative consent, have students bring cell/PED's to class for educational purposes only when absolutely necessary.

The following progressive disciplinary actions will be taken in each instance that these rules are not followed, failure to relinquish a phone/tech item when requested will be considered Failure to Comply and dealt with accordingly:

1. 1<sup>st</sup> Offense: Written Warning/Phone Confiscated – May be picked up from the office at the end of day.
2. 2<sup>nd</sup> Offense: Detention(s) – Phone returned to parent only
3. 3<sup>rd</sup> Offense: In School Suspension – Phone returned to parent only

4. 4<sup>th</sup> Offense: Out of School Suspension – Phone returned to parent only
5. 5<sup>th</sup> Offense: Loss of personal technology privileges – 180 school days.

Students are not allowed to photograph or take video of students or staff without prior consent. This includes in the school building, on the grounds, at school activities or on school transportation to/from home or events. Sharing these photos or videos, either personally or through social media, may increase the level of consequence received. Where appropriate, police authorities may be contacted.

The following consequences will result if any student is found to be in violation of this policy.

1. 1<sup>st</sup> Offense: 1-day OSS and device will be confiscated and returned only to a parent(s)/guardian(s)
2. 2<sup>nd</sup> Offense: 3-day OSS, device confiscated and returned only to parent(s)/guardian(s). Loss of cell/PED privilege for 90 school days.
3. 3<sup>rd</sup> Offense: 5-day OSS, device confiscated and returned only to parent(s)/guardian(s). Loss of cell/PED privilege for 180 school days.

### **Bullying, Hazing & Sexual Harassment**

“Bullying” means when one or more students tease, threaten, spread rumors about, hit, shove, or hurt another student repeatedly. **“Sexual harassment” means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. “Electronic aggression,” sometimes called cyber-bullying, is a type of bullying or sexual harassment that occurs when students use a cell phone, the Internet, or other electronic communication devices to send or post text, pictures or videos, intended to threaten, harass, humiliate, or intimidate other students.**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject of the 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.

#### **Definition**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either 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 or rejection of such conduct by a board member, employee, or student is used as the basis for decisions 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 an intimidating, hostile, or offensive work or learning environment.

D. Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties
- In addition, any form of retaliation against the complainant or witness is in **itself harassment and intimidation.**

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

**Hazing-**The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional. Or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing- any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant like hood that the activity may result in violation of this policy.

All parts of this discipline policy may be in effect while the student is in school, on school property, or at any school-sponsored function, whether in Mio or another location.

## **Academic Ethics**

In an effort to improve student ethics at Mio Middle & High School, the administration and staff have instituted the following penalties for various types of student cheating. Any form of cheating not specifically covered in the following paragraphs will be classified at a level considered appropriate by the teacher and administrator, and dealt with accordingly. "**Cheating**" includes, but is not limited to, the following actions:

1. Copying other's homework.
2. Doing another person's work.
3. Stealing another person's work.

4. Looking at another person's quiz or test while it is being administered.
5. Using a "cheat sheet" on a quiz or test.
6. Writing answers/notes on hands, clothing, desktops, etc. for use during a quiz or test
7. Duplicating papers or sections of papers.
8. Use of AI to generate answers/papers
9. Buying and/or selling papers.
10. Using restricted equipment on an assignment, quiz or test.
11. Changing grades in a teacher's book or computer.
12. Use of secured\* materials (materials **not** released by the teacher).
13. Accessing assignments, quizzes, or tests once they have been turned in.
14. Plagiarism: To take and use, as one's own, the writings or ideas of another.

\* Once materials have been returned/given to students, they are non-secured. This includes tests returned in previous years.

Appropriate action related to academic dishonesty will be determined by the building administration in consultation with the classroom teacher. Athletic eligibility may be impacted. Refer to the Athletic Handbook for more information.

#### Other Procedures Under this Policy

1. **Written Notification to Parent or Guardian:** In all cases of cheating, the teacher shall send written notification of the offense and its penalty to the student's parent or guardian. Copies of the letter will also be given to the principal and a copy shall be placed in the student's school file.
2. **National Honor Society & Student Senate:** Any offenses committed by a member of these groups will be brought to the attention of its advisor(s). ~~and dealt with according to their by laws.~~
3. **Ineligibility:** This includes all school sponsored extracurricular activities (i.e. athletics, dances, etc.) During a student's period of ineligibility he/she is still required to attend practice. If an offense occurs at the end of a semester or school year, the weeks of ineligibility will be served the following term/year.
4. Offenses shall accrue throughout one school year.
5. **Right to Appeal:** If a student wishes to respond to the charge of cheating, he/she may request a hearing with an Appeals Committee, which has the final say in all cheating incidents. This committee shall include the Superintendent, one board member, an administrator not involved in the incident, the school counselor, and one or two teachers who were not involved with the incident.

#### Suspension/Expulsion – Due Process

The following due process safeguards apply to suspensions of ten days or more. The student has the right:

- to a hearing
- to present witnesses and evidence at the hearing
- to be given written notification of the specific charges against the student
- to have notice of the witnesses against the student
- to have a report of the facts to which the witnesses will testify
- to have a reasonable opportunity to prepare for the hearing
- to counsel and to cross-examine adverse witnesses

Additionally, under the Michigan Open Meetings Act, a student should be given the opportunity to have the charges against him/her reviewed in closed session of the Board of Education. The following due process safeguards apply to suspensions of 10 days or less:

- to an oral or written notice of charges
- to an explanation of the evidence against the student
- to present his/her side of the facts

Exceptions to the above rights may occur when the student's presence endangers persons or property or threatens disruption of the academic process.

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

### **School Detention Policy**

1. All students may be subject to detention including athletes.
2. Students will be given 24-hour notice unless the parent consents to the same day.
3. The office will assign school detention. All school detention will be at the discretion of the principal.
4. Students must report to the assigned detention room by 3:30 PM the day of their assigned detention.
5. Students in detention must bring schoolwork or reading material.
6. Students will not leave the detention room unless supervised by staff.
7. Students will not be allowed to have conversation with any person except a staff member while in detention.
8. Students choosing not to attend assigned detentions or leaving detention for inappropriate behavior, may be suspended and will not receive credit for assignments missed due to suspensions. If students forget to attend, arrive late, or violate any of the above rules, he/she may be suspended for three days. Failure to complete detention requirements by the last full day prior to exams will result in suspension of exam day and principal or designee will reschedule exams.
9. If students do not show up for assigned detention they may be suspended and receive a "0" credit for the day they are suspended.

### **Graduation Requirements and Participation**

GRADUATION REQUIREMENTS - Total credits required for graduation: 24 credits

1. All seniors must be enrolled in a full-day schedule or the equivalent thereof. No senior will be allowed to take more than one non-academic class.
2. Students may earn up to one credit for physical education and up to three credits for advanced physical education.
3. If students enroll in an apprenticeship, a total of 82.5 hours must be acquired in order for .50 credits to be earned. However, a student cannot earn more than 41.25 hours in a marking period.

4. Participation in extracurricular athletics does not exempt a student from the one credit physical education requirement.

5. Testing Out of a class for credit: MHS will follow laws outlined in the Michigan Merit Curriculum concerning testing out in the following: 380.1278(a)(4)(c) A school district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. Generally referenced as the Semester Final Grade.

6. If a student takes Algebra I in the 8<sup>th</sup> grade and fails the first semester, the student will be placed in Math 8 for the second semester. If an 8<sup>th</sup> grader earns below a C- in second semester, they may be required to retake Algebra I in the 9<sup>th</sup> grade. 8<sup>th</sup> Graders who attempt and pass Algebra I, will receive high school math credit but will **NOT** receive GPA points towards their high school GPA.

Included in the number of credits required for graduation are the following:

**English (4 credits):** English 9, English 10, English 11, English 12

**Mathematics (4 credits):** Algebra I\*, Geometry, Algebra II\*\*, Senior Math\*\*\*

- Algebra I may be taken in a single year as an 8<sup>th</sup> grader when offered OR as Essentials of Algebra 1A (8<sup>th</sup> grade Math) and Essentials of Algebra 1B (9<sup>th</sup> grade).
- Algebra II may be taken in a single year OR as Essentials of Algebra 2A and Essentials of Algebra 2B, each a full-year course.
- Senior Math classes may include AP Calculus, Pre-Calculus, Essentials of Algebra 2B, Consumer Math, Physics or Accounting. Accounting or Physics must be taken during the senior year to count as a senior math credit. Accounting may count as either a senior math course or a technology elective, but not both. Physics may count as either a senior math course or a science course, but not both.

**Science (3 credits):** Biology, Physics or Chemistry, a Science elective

**Social Studies (3 credits):** U.S. History, World History, Economics/Government

**Visual/Performing/Applied Art (1 credit)**

**Physical Educ./Health (1 credit)**

**World Language (2 credits)**

- All students must pass at least one year of a foreign/world language.
- Students intending to enroll at a four-year university are encouraged to enroll in the second year of the foreign language.
- A student may fulfill the second-year credit requirement by earning credit in an additional art course or enrolling in a formal Career and Technical Education program.

**Technology (1 credit)**

**Dual Enrollment – Transfer Credit – Work Based Learning**

- If a student takes a class at KCC or another college and wants to skip a prerequisite and enroll in the subsequent class, he/she may need to take Mio's final exam from both semesters for that subject. The student will need to receive at least 60% on the exams to waive a prerequisite.
- Criteria for dual enrollment, transfer of credit from other schools, and requests for waivers of any type need to be approved by the high school counselor and principal prior to the fact.
- Students enrolled in classes at Kirtland Community College will receive the letter grade on Mio AuSable's transcript as well as on Kirtland's transcript.
- Students enrolled in work-based learning will receive a credit/no credit on their transcript.

### **Virtual Learning Opportunities**

Parents/guardians should make an interest in virtual classes known to the principal. A student may take up to two online courses in their schedule. Online coursework is completed in the presence of an adult within the building and is limited to two courses per semester.

### **Personal Curriculum**

Personal Curriculums used to alter/exceed the graduation credit requirements may be requested by a parent, student, or school personnel. An application for a personal curriculum is available from the school counselor.

### **Transfer Students**

Students transferring into Mio AuSable Schools must satisfy all requirements for graduation prior to receiving a diploma from the district. Coursework to be counted towards the requirements for diploma cannot exceed 12 credits from students of non-traditional schooling. (ie: home school, correspondence, etc.)

### **Senior Participation in Commencement Exercises**

All seniors must meet Board of Education requirements before receiving a diploma from Mio AuSable High School. To be considered for graduation, diploma or commencement exercises, must be a registered student at Mio High School during their senior year.

The following guidelines will be in effect for all senior students.

1. At the beginning of the 7<sup>th</sup> semester, all seniors and their parents will be notified in writing of that student's credit status toward graduation.
2. At the beginning of the 8<sup>th</sup> semester, seniors, who are in jeopardy of not meeting the credit requirements for graduation, and their parent's will be notified of that student's status.
3. At the beginning of the 4<sup>th</sup> and final marking period, students who remain in jeopardy, and their parents, will be notified in writing and by telephone of their status and possible alternatives to meet the final requirements.
4. A student who fails to meet the credit requirements for graduation will be denied participation in Commencement. A student's final status report will be made to the student and her/his parents no later than seven days prior to graduation.
5. Caps, gowns and announcements will be delivered only in the last semester of the senior year.
6. The above policy applies to all students of Mio AuSable High School.
7. Participation in the graduation ceremony is a privilege afforded to those students who have successfully completed all graduation requirements according to current policy and who have fulfilled all outstanding obligations and responsibilities with the school district. Participation in

the graduation ceremony may be denied for any outstanding obligations such as library fines, costs for lost or damaged textbooks, cafeteria charges, vocational class charges, and/or any other outstanding fees or charges. Furthermore, participation in the graduation ceremony may be denied to those students who engaged in persistent misconduct during the school year or who are placed on suspension due to misconduct at the end of the school year.

### **Credits from Nonpublic Schools/Graduation Status**

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the district or at a school approved by a State education agency shall be considered in class ranking and for entering on the transcript.

High school students (9-12) who are not registered or do not attend Mio High School their senior year (including foreign exchange participants studying abroad) will not be considered for academic ranking, honors, valedictorian/salutatorian status. Local scholarships, class composite, or any other related recognition. Students not registered at Mio AuSable High School their senior year will not be able to earn their diploma/graduate from Mio AuSable High School.

### **Preparing for Post High School**

A booklet containing **course offerings and descriptions** is available in the counselors' office. Students and parents are encouraged to visit with the counselor to plan a program that will best fit the student's interests, ability, and future needs.

**Recommendations for college bound students.** Many universities are now computing applicant's grade point average based on core curriculum grade point average. Please keep in mind when scheduling for classes and visit your counselor regularly to keep abreast of current college admission requirements.

**Preparation for college entrance.** The following are necessary or highly recommended for students to complete prior to college entrance.

1. **PSAT** - during October of your Junior year, students should take the Preliminary Scholastic Aptitude Test (PSAT). This test will give students information about their ability which can be compared with other college-bound juniors by means of percentiles.
2. The **SAT** is a national test accepted by many colleges for admission and merit scholarships. If taken, a student should take the test beginning in the spring of the junior year and no later than October of the senior year.
3. The **SAT** will be taken by all juniors in the spring as part of the required Michigan testing. This is a national test and scores may be used for college admission and scholarship.
4. **Students should begin planning** and making their decisions as early as possible for college. Students are urged to talk to visiting college representatives, attend college nights, and visit college campuses. **Seniors are encouraged to apply to college during the fall semester.**
5. **Financial aid application (FAFSA)** is available online after October 1. It is recommended that FAFSA applications be submitted before March 1 to meet scholarship deadlines. All college-bound students are encouraged to complete these forms. Additional aid

information is available from the 9-12 counselor on request. **Financial Aid Night is held in September.**

6. Students who are interested in playing college sports should contact the high school counselor at the beginning of each academic year beginning in tenth grade. The student wishing to participate in NCAA sports following their high school commitment need to follow and be aware of the core class requirements that the NCAA puts forth for any student expecting to be eligible to play college athletics. Application to the NCAA Eligibility Center cannot be made until after the completion of the junior year in high school.

## Parent/Teacher Conferences

Conferences will be held following the first and third progress report. Parents are asked to come into the school, pick up their student's progress report and meet with teachers at this time. This is an ideal time to discuss with the teacher concerns about the effort, grade, or student's attitude. Not only do grades give you an indication of the quality of work, but they are also an influential part of a student's permanent record. Progress reports should indicate areas of concern that the teacher has with your son or daughter.

Additionally, **Parents can check Skyward regularly for updates on a student's grades. If a parent does not have access to a computer then weekly progress reports can be requested from the teacher**, but it is the responsibility of the student to take them to their teachers and deliver them to their parents.

## Grading and Report Cards

Report cards will be mailed out to parents following the completion of each marking period. Parents are also encouraged to view marking period grades on Skyward.

**Grades and Grading Scale** - Because of the diverse nature of high school classes, teachers in different subjects will use a variety of criteria and methods to determine grades. Students may be evaluated on daily participation/performance, homework assignments, essays/research papers, tests, project completion, and finals. Students should make sure what criteria teachers would use to calculate their final grade at the beginning of the course.

The following grading scale is commonly used by teachers:

93 - 100 = A	90 - 92.99 = A-		
87 - 89.99 = B+	83 - 86.66 = B	80 - 82.99 = B-	
77 - 79.99 = C+	73 - 76.99 = C	70 - 72.99 = C-	
67 - 69.99 = D+	63 - 66.99 = D	60 - 62.99 = D-	Below 60 = E

**Cumulative GPA and Class Rankings** - All classes for which a student receives a grade shall be considered in determining class rankings. Semester grades shall be used in determining cumulative GPA. The class ranking shall be used to determine the recognition of seniors. Final rankings for seniors shall be determined after the 7<sup>th</sup> semester.

The following point values shall be used:

	A = 4.000	A- = 3.667	B+ = 3.333	B = 3.000	B- = 2.667
C+ = 2.333	C = 2.000	C- = 1.667	D+ = 1.333	D = 1.000	D- = 0.667
				E = 0.000	

- The only classes that will be weighted are Advanced Placement courses. If a student receives an "E" in an A. P. class, the grade will remain as such.

- Grades CR (credit) and NC (no credit) will not be calculated in a GPA.

### **Senior Honors**

Valedictorian and Salutatorian will be awarded based on the cumulative GPA after 7 semesters. Students must attend Mio AuSable Schools for 2 full semesters. Valedictorian shall be awarded to the senior with the highest cumulative GPA and Salutatorian shall be awarded to the senior with the second highest GPA. In the event of a tie when cumulative GPA is calculated to three decimal places, co valedictorian or salutatorian honors may be awarded.

Seniors with G.P.A. of 3.250-3.500 will graduate “Cum Laude”, 3.500-3.750 will graduate “Magna Cum Laude”, and 3.750-4.000 will be recognized with the title “Summa Cum Laude”.

### **Class Status** -

Freshman	0 High School Credits	Sophomore	At least 6.0 credits earned
Junior	At least 12.0 credits earned	Senior	At least 17.0 credits earned

**Honor Roll** - Each marking period, a list of students making the honor roll will be published in the local newspaper and posted in the school. To be eligible the following criteria must be met:

1. Students must have a “B” average (3.0)
2. Students must receive no “D” or “E” grades
3. Students must carry at least four classes
4. Students who receive an I, U, or NC when report cards are computed will not appear on the published honor roll
5. Students will be acknowledged as having obtained honor roll status when the awarded grade replacing an incomplete is turned in and the student has met 1, 2, 3 criteria above.
6. Students will receive an honor roll award at the end of the year if they have been on the honor roll first, second and third quarter marking periods.

**Academic Letters** - Any student who has maintained a 3.2 cumulative GPA for each of four consecutive semesters, will be awarded an academic letter. These letters will be awarded once each year.

**Incompletes** - An incomplete on a report card is given if due to extenuating circumstances, the work required by that teacher has not been completed. It is the responsibility of the student to make up the work. In dealing with Incompletes, the following rules apply:

- Students may be allowed up to two weeks after the marking period ends to make up the work missed.
- At the end of this two-week period, the teachers should inform the counselor and student of the grade change.
- Should the student fail to complete the work in the two-week allotted time period, the incomplete will be changed to an “E”.
- Any exceptions may only be made by written approval of the principal. (Prolonged illness/hospitalization)

**Make-up Policy** - It is the responsibility of students to meet with each teacher regarding missed assignments immediately following an absence from class. **It is highly recommended that students see all of their teachers before classes begin on the day they return.** As a general rule, students will be allowed one day to make up work for each day missed. (Assignment with pre-identified due dates of two weeks or more will be held to that due date.)

Vacations During the school year-Students going on school business, vacation, or any other event known prior to missing school, should make arrangements for assignments before leaving. Make arrangements outside of regular class hours. Also let the office know that you will be leaving for attendance purposes.

**Homework** – The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the students' learning.

**Suspended Students** - will not be allowed to see individual teachers for assignments before leaving school. When a student is suspended upon their return, they will have the same amount of time that they were suspended to get their work turned in (suspended two days will allow two days to make up work). **It is the student's responsibility** upon their return to collect all of their assignments. If a student missed a test, the teacher may require the student to make the test up outside of regular class hours. **(Suspended students are not to be on school grounds or at school events.)**

## Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) day. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## Academic Support

This has been included into the curriculum primarily to provide a time and place within the school day to enhance your academic achievement. Also, this time can be used for you to access the media center, technology areas, and see teachers who may be available in conference at this time. This time may also be used to see school counselors, visit with non-school professionals, complete homework, practice study skills, make up tests, read for enjoyment, and other.

Academic Support is not a required class at the high school level. It is important for you to understand that it is not a time for resting, socialization or participation in nonacademic pursuits. If you do not desire a structured environment within the school day for academic study, do not enroll in academic support. The following are rules that apply to all academic support rooms. (Credit/No Credit) will be given in academic support.)

1. Students may earn credit by taking Academic Support Classes. The student can earn 0.125 credit per semester, not to exceed 1.0 for their four years in high school.
2. Bring paper, pencils, books, and other materials to class.

3. No talking. Those needing help should do so at the teacher's desk. All discussion should be in a whisper. Minor movements and quiet noises should be ignored.
4. Passes to see available teachers, counselors, to do lab work, complete projects, make up tests, and other curriculum needs must be signed by the person you are needing to see **before** class begins. The support teachers have the option to deny a request by a student to leave the support room.
5. No eating or drinking. Gum and candy may be allowed at discretion of the support room teacher.
6. After roll is taken, students may request to use the media center and must do so at this time. Brief visits to the library can be accomplished before the regular school day. Any others at the discretion of the teacher.
7. **No passes will be issued after class begins.** Once class has started, students should not leave unless an emergency situation arises.

\*Students who fail to follow the guidelines when moving to areas as listed in numbers five and seven above will lose their privilege to leave academic support for that semester.

## Suggestions for Academic Success

Successful students... - **Go to class prepared.**

1. Bring to class each day: notebook, paper, pen or pencil and other materials required or needed for class.
2. Are active participants in the classroom; listen well; take part in class discussions.
3. Ask questions if they don't understand or if they have a problem.
4. Plan your work and schedule-time for homework each day; make sure they understand the assignment before they leave school.
5. Use what they learn; see how each subject applies to others.
6. Strive **to do their best**, not just get by.

How to study:

1. Attitude is important - think positively; work independently. Seek help from others when you have exhausted your own resources; ask questions, use library resources.
2. Learning requires concentration - keep your mind on what you are doing. It will take less time.
3. At home, find a quiet well-lit place to study. Make home study a habit by setting aside time and doing it each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes or your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

How to take a test:

1. Relax and forget other people around you.
2. Read the directions carefully, and then follow them.
3. If it is a timed test, look the whole test over briefly and apportion your time accordingly.
4. Read each question twice before answering.
5. Think before you write.

6. Answer questions fully with information asked for - not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

## **Guidance Services**

**Counselor** - The guidance and counseling office is centrally located for easy access by students. The Counselor is available to help with class scheduling, personal problems, career planning, college selection, employment, etc. Any problem, which may arise, should be brought to her attention as soon as possible. Students should stop before school to schedule an appointment. The Counselor will deal with emergency or threatening situations as soon as possible.

### **Scheduling**

At least once a year every student will meet with a counselor to discuss his/her class selections for the next year. Parental involvement in this process is encouraged.

**Schedule Changes** - Once the student's schedule is made in the spring, changes may be made for the following reasons only:

1. Physical disability of the student
2. Pre-requisites for a scheduled class have not been fulfilled
3. Specific class(es) need to be added to meet graduation requirements
4. Discovery that a student has been academically misplaced. (Discussion with teacher required)
5. Discovery that a class(es) is/are necessary in order for a student to be accepted into a specific college/university curriculum.
6. To correct a scheduling error.
7. To balance class numbers.

\*Any student wishing to request a change must fill out an application for change (available from the guidance office), have it signed by a parent/guardian and teacher. Then return it to the guidance office before such a request will be considered.

\*A deadline will be announced for any changes. Changes will not be made because a student doesn't like the class, doesn't like the teacher, doesn't like the hour the class meets, or changes his/her mind, etc.

**Dropping a class** - Students may drop any class, whether semester or year long, during the first two weeks of the semester without penalty and then would be placed in another class or academic support. A student dropping a class after the allotted time would receive an "E". Extenuating circumstances, i.e. injury/prolonged illness, will be considered on an individual basis. Any student dropped from a class by staff due to disruptive behavior reasons will receive an "E" grade.

**Adding a class** - If for some reason a student has an open hour, and wishes to add a class that is open during the same hour it must be done during the first two weeks of the semester only.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) 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. Contact the High School Office at 989-826-2481 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Contact the office to inquire about this program.

### **Career & Technical Education**

**The Career Tech Center** - at Kirtland Community College is available to a limited number of students who wish in-depth training in one of the many occupational areas taught there. It is open to juniors and seniors. Students wishing to go there will be interviewed and the selection will be made by the building administration and counseling department. All students attending classes at Kirtland must remember that they are receiving valuable training at no cost to them and that they are representing Mio AuSable High School.

### **On-Line/Blended Learning Program**

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

Definitions

1. **On-Line Learning** – Means a course of study that is capable of generating a credit or a grade that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** – A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location and pace of instruction.

### **General School Procedures**

**Substitute Teachers** - Periodically the regular classroom teacher may not be in attendance. At those times, the school district will hire a substitute teacher to teach and supervise. **Students are expected to give this teacher all the respect and courtesies that the regular classroom teacher receives.** Substitute teachers have different expectations and the students should be prepared to meet this change in their daily routine. Students who do not cooperate will be disciplined according to the school discipline policy. No warnings or second chances.

**Media Center** - The media center is provided for the quiet, **academic** use of students. The library is generally open the entire school day. Students desiring to use the library during class time will be required to have a signed pass or be accompanied by the classroom teacher of that

hour. **All materials are to be checked out with the library clerk before they leave the library.**

**Technology Resources** - Use of technology resources is a privilege to students enrolled in the Mio AuSable School District. To maintain this privilege, students are expected to use the technology resources in a responsible manner. Students who use technology resources here at Mio AuSable Schools must sign the district's Acceptable Use Policy. This policy will be distributed to students to use our technology resources. Parents/Guardians are also expected to sign the agreement. Students who violate the terms of the Acceptable Use Policy risk losing their privilege of using technology resources. The policy may be revised at any time.

**Lockers** - All students are issued a locker. The locker is the property of the school and is subject to regular and unannounced inspections.

1. No abusing school lockers or other school properties.
2. No doubling up in lockers (even with students consent).
3. NO CHANGING OF LOCKERS WITHOUT PERMISSION!
4. Do not give your locker combination to any other student.
5. Violation of any rule may result in disciplinary action and/or loss of locker privilege.

**Telephone** - The office telephone is for school business! Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. The office telephone is available for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may bring cellular telephone or other electronic communication devices to school for health or other unusual reasons approved in advance by the principal.

**Hallways and passing** - Any student in the hallway during classes must have a written pass. Students should not come to the office during a class period except when requested by office personnel, a health emergency arises, or if sent for a discipline referral. Bathroom passes should not be issued unless the teacher feels it is absolutely necessary or documented medical problems warrant them to do so. There will be no running or horseplay in the halls. Students should be in their seats when the bell rings to begin class and in their seats for teacher dismissal when the class period has ended. The bell only indicates that class time is over, **the teacher dismisses the class.**

**Students should never be in any elementary hallway, bathroom, or gym/playground. All outside areas are off limits except the area directly in front of the main doors by the Superintendent's Office.**

**Pets** - Pets are not allowed at school unless they are requested as a class assignment or other activity authorized by the principal.

### **Wednesday And Sunday Activities**

It is the policy of the Mio Public Schools to refrain from holding any activities that are mandatory or implied to be required on Wednesday nights after 6:30 PM and all day on Sundays.

### **Personal Property**

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

### **Lost and Found**

Lost and found articles will be kept in the High School office. If you have lost something, please check with the high school office to see if it has been turned in. If something is stolen from your locker, please report it immediately to the High School Office. Articles will be disposed of at the end of each semester.

## **Social Function Procedure**

Any organization, which wishes to hold an activity in the school, must obtain an activity request sheet from the office and complete this sheet and return it to the office no later than Monday preceding the activity. Organizations must beware that the sponsor and at least four adults must be present at this function. The principal shall confirm or deny the request no later than Tuesday preceding the scheduled activity. All overnight trips must be approved by the Board of Education.

1. All students attending school functions shall be confined to the area designated for the function. After the student has arrived at the function, he/she is to remain in the designated area and will not be allowed to re-enter. The only exception to this rule will be when the chaperons are responsible for the student in the designated area only. Any student who leaves the area will relieve the chaperons of all responsibility.
2. Each group is expected to take care of its own cleanup. Any group that does not properly clean the designated area will be required to pay for janitorial services.
3. Any athletic or social function, which requires a bus, must have a minimum of one adult chaperon on that bus.
4. The use of the Breathalyzer may be used. Any student with a reading of .01 will be denied entry, parent contacted and Law Enforcement will be contacted for MIP. All other disciplinary action may be applied.

### **DANCE POLICY**

1. Using the gym, cafeteria, or multipurpose room for dances must have the approval of the Athletic Director and High School Secretary.
2. Any group requesting a dance must submit a dance application to the principal at least one week in advance.
3. All dances must have chaperones. (1 male parent; 1 female parent; The Class Sponsor Must Be present) These are minimum numbers of chaperones. The sponsor conducting the dance must attend.
4. Any student bringing a guest must pick up a guest pass from the office to indicate who that guest will be.
5. There shall be established, before the dance is approved, a cleanup committee with a minimum of 5 people.
6. If a student leaves for any reason, that student will not be permitted to reenter. **ONLY ONE ADMITTANCE PER NIGHT.**

7. Guests: Must have an approved guest pass for high school dances. Middle school dances are restricted to Mio AuSable students only.
8. Attire should be appropriate for the event
9. Time Limits:

8:00-11:00 PM FOR INFORMAL DANCES

8:00-11:00 PM FOR FORMAL DANCES

? - 11:00 PM FOR PROM OR HOMECOMING

Any deviations of these times must have prior approval from the high school principal. Any student or students sitting in parked cars during the dance activity will be subject to disciplinary action.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

- Each student shall: be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the school bus.
- Line up single file off the roadway to enter.
- Wait until the school bus is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.

Drivers will not wait for students who are not at their designated stops on time.

During the trip:

- Each student shall: remain seated while the school bus is in motion.
- Keep head, hands, arms and legs inside the school bus at all times.
- Not litter in the school bus or throw anything from the bus.
- Keep books, packages, coats and all other objects out of the aisle.
- Be courteous to the driver and to other riders.
- Not eat or play games.
- Not tamper with the school bus or any of its equipment,
- Stay in your seat and not jump around.

Leaving the bus:

- Each student shall: Remain seated until the bus has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to possible danger signals from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

## **Video Recording on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on

videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

**PENALTIES FOR INFRACTIONS:** A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Bus Passes and Regulations**

Students are not allowed to ride any other bus than the one assigned to them.

\*State Law who sets a capacity of students for buses necessitates this. The drivers' and transportation supervisor will cover rules concerning behavior of students on buses. Rules concerning student conduct are in effect when students are riding any school sponsored transportation.

### **Spectator Bus**

If interest exists, a bus will be scheduled. Before a sign-up sheet is posted, adult chaperones must be identified. (1 per 15 students) Then the school secretary will post a sign-up sheet in the office. Students must bring the required fee and a parent permission slip when they sign. Students going on the bus must return on the bus unless written permission is given to the chaperones. **Riding spectator buses is a privilege and carries certain responsibilities. The High School Principal will approve students who sign up. Those who have demonstrated irresponsible or disrespectful behavior will be denied the opportunity to ride.** The chaperones and drivers will enforce the following minimum standards:

1. Regular route rules apply to riders.
2. No "Boom Boxes" or large stereos.
3. When stopping on long trips, the chaperones or driver may request students to enter stores or rest rooms in small groups.
4. Students who carry large handbags or purses are subject to having them searched.
5. It is the responsibility of students to communicate to parents when the bus will depart and its estimated time of arrival. The driver or chaperon will provide an opportunity for students to use the phone upon return.

## **School Food Program**

Mio AuSable Schools offers free breakfast to all students.

Students are encouraged to pay in advance for their lunch. They can pay on a daily or weekly basis. **There will be no charging allowed.** Students who qualify for "free" or "reduced" lunches must pick up necessary forms to be filled out in detail by parents and returned to the office. The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are also available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Applications for the school's Free and Reduced-priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible contact the office.

## **Fire Drills and Emergency Evacuation**

It is important that you familiarize yourself with the fire and tornado exits in each of your classrooms. The exit used for the fire drills and tornado drills will be posted in each room. No student will go to lockers during the drill. Your teacher will accompany you, as a group, to a position a safe distance from the school for drill. Under no circumstances will you be permitted to reenter the building until the all clear is given. Practice drills will occur several times during the school year. The immediate and orderly evacuation of the building is the prime consideration. Other than a fire drill, should an emergency evacuation of the building be necessary, the procedure will be the same as a fire drill.

## **Student Senate**

The purpose of the Student Senate is to direct activities at Mio High School and Middle School and to work toward an optimum overall school environment. Students are encouraged to bring their suggestions, complaints, and compliments to members.

## **Fundraising – Handling of Funds**

The Board of Education recognizes that fund raising may, on occasion, serve legitimate goals. However, the raising of funds to support class and organizational activities (or for charity) is not the primary purpose of the educational system and should not be permitted to distract from the student's education. Excessive fund raising in the community by students is viewed negatively by many citizens and the Board of Education.

All fund raising activities carried out by classes, clubs and other school-sponsored organizations must have the advanced approval of the building principal. Any student who owes money from selling something, for any school organization or class, will not be allowed to participate in any extracurricular activities (i.e. dances, Prom, sports games, Mock Olympics, class meetings, or anything which does not require their attendance for a grade) until their debt is paid in full or other compensation arrangements have been approved. All treasurers of high school organizations who handle money for any purpose must deposit all funds in the high school office daily.

Organization treasurers are to keep record books. All financial records must be audited at least once a year. Treasurers should check their books with the high school accounts at least once each semester. All funds earned by classes and other student clubs and organizations are quasi-public funds and as such, are subject to the control and direction of the Board of Education in the same manner as all other district funds.

## **Health**

We assume that if a child is well enough to be in school, he/she is well enough to take part in all normal activities. Exceptions may be granted with written documentation from the student's doctor.

Contagious diseases must be reported to the Health Department. Please call the school if your child has a contagious disease. Efforts will be made to notify all parents from that classroom if a classmate is found with a contagious disease so that parents can be on the alert for the symptoms.

Any student with head lice (pediculosis), will be excluded from school until they are found to have no live insects or fresh nits (within ¼” of scalp) present. Parents are responsible for treatment of their students’ hair until this condition is met.

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV HBV, HCV (Hepatitis A, B, C.); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child’s blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Emergency Procedure Cards**

All students are required to have a completed emergency procedure card on file in the office. This is necessary so contact can be made with parents or physicians if necessary.

### **Injury And Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **School Insurance**

Students are responsible for their own insurance. The school does not offer insurance to students. Should a student be injured at school, they should immediately come to the office where an accident report will be filled out and proper steps taken to ensure the well-being of that student. Should a student be injured at any athletic event or practice they should immediately report to the person in charge to fill out an accident report and the person in charge should turn it into the High School office before 8:30 a.m. on the next business day.

### **Administration of Medication to Students**

The administration of medication to students by school personnel shall only be authorized and permitted in circumstances consistent with this policy and which require the student to receive the medication in the school setting. Medication shall be administered to students only by school personnel who are specifically designated and authorized by the building Principal or other school administrators and only in compliance with the requirements of this policy.

Definitions: For the purpose of the policy, the following terms are defined:

Medication Administration: The Michigan Department of Education, in interpreting Section 380.1178 of the school code, defines medication administration “as maintaining and providing medication to students in the school setting. Medication: includes both prescription and

non-prescription medications taken by mouth, taken by inhaler, are injectable (i.e. auto-inject epinephrine, insulin, and glucagon), rectal installation, applied as drops to eye or nose, or applied to the skin.

### **PRESCRIPTION MEDICATION**

Authorization to Administer Medication: All prescription medication to be given in school must be ordered by a licensed healthcare provider authorized to prescribe medication. An approved Medication Prescriber/Parent Authorization form must be used and should contain the following information.

- School year
- Name of student
- Student birthdate
- Student grade
- Reason for medication
- Name of medication to be administered
- Dosage of medication
- Time of administration
- Duration of medication order
- Possible side effects
- Special requirements such as “take with food”
- Whether or not medication may be self-administered

The authorization should be filed in the student’s school record at the end of the school year.

Parental Consent: Written Parental consent and request to administer medication is required for each medication ordered and for each new order (even if the medication was previously given in school). Parental consent is required as part of the authorization and is required before medications will be administered.

Prescription and medication supply renewal is the responsibility of the parent/guardian.

Labeling, Storage, and Disposal: The medication container (prescription bottle or original packing) shall accompany all medications to be administered in school. Parents/guardians may request two prescription bottles (one for school, one for home) from the pharmacist when getting a prescription filled. Medication should be brought to the school by the parent or responsible adult. The amount of medication received, if a controlled medication, should be checked by the school designee and witnessed by a responsible employee, and documented as soon as the parent/guardian delivers the medication.

The medication should be kept in the prescription bottle as prepared by a pharmacy or pharmaceutical company and labeled with.

- Name of student
- Name of medication
- Dosage of medication to be given
- Frequency of administration
- Name of physician ordering medication
- Date of prescription
- Expiration date

See note regarding over-the-counter (OTC) medication below.

Expiration dates should be checked periodically, especially on auto-inject epinephrine and inhalers.

The medication should be provided to the school in the exact dosage ordered.

All medication must be stored in a securely locked, substantially constructed cabinet, room or cart (see exception below for self-administration). Medications that must be refrigerated must be stored in a locked box in the refrigerator. Access to medication locked in the designated space shall be under the authority of the principal and/or designee.

All medication must be removed from the school premises one week after the expiration date, upon notification of medication being discontinued, or at the end of the school year. If not retrieved by a parent or responsible adult, unused and unclaimed medication will be disposed of by dropping the medication at a community drop off location (i.e. Sheriff's Department). Empty asthma inhalers may be disposed of in the trash. Sharps (needles and lancets) must be disposed of in a puncture proof container. Disposal of this container and other medical waste must follow Occupational Safety Health Act (OSHA)/Michigan Occupational Safety and Health Administration (MIOSHA) guidelines.

#### Administration of Medication

The superintendent and/or school principal implements the medication policy. School staff and parents shall be informed annually of the medication policies and procedures. The medication policy shall be included in each school handbook.

- The parent/guardian should give the first dose of any new prescription or over-the-counter medication, except for "as needed" emergency medications (e.g. auto-inject epinephrine).
- Medication must be administered by one adult in the presence of a second adult (except in an emergency that threatens the life of the student), with both individuals being designated by the school administrator.
- A record (medication administration record or MAR), by individual, must be maintained each time a medication is administered.
- The record (MAR) shall include: student's name, name of medication, date and time of administration, dosage and signature of person administering the medication. The witness (second adult in attendance) should initial the MAR. If an error is made in recording, the person who administers should line out, initial the error and make the correction in the MAR.
- The individual student medication record should be kept until one year after the student's graduation from high school.
- Students 18 years of age may sign for themselves, but must follow school policy.

#### Self-Administration of Medication

- It must be determined by the school principal whether a student who self-administers medication is responsible to self-carry their medication. The developmental ability of the student, the need to have ready access to emergency medication and the safe storage of medication must be taken into account when making this decision.
- A plan should be developed for students who self-administer. A physician must authorize self-administration of medication. (See Appendix Medication Authorization/Parental Consent Form). The plan shall address how to keep a record of administrations.
- The student's parent/guardian must provide written permission and request to the school to allow the student to self-possess and self-administer medication.
- The parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
- All medication should be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This also pertains to refills.
- The building administrator may discontinue the student self-administration privilege upon advance notification to the parent/guardian. If a student is under an Individualized

Educational Program (IEP) or Section 504 Plan, the action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.

- A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the student's physician and parent/guardian.
- A student who is in possession of an inhaler or other medications approved for self-carry under the above conditions shall have each teacher notified of this by the building administrator/or designee.
- Students who receive authorization to self-administer their medication shall not convey, transfer or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the student code of conduct.

**NARCOTICS AND OTHER CONTROLLED MEDICATIONS** If a narcotic or other controlled medication must be administered in school, the guidelines for prescription medications should be followed with the following modifications:

- The parent/guardian shall bring the medication to school
- The amount of the drug received shall be immediately counted and recorded by the school nurse or designee, and witnessed by a responsible employee

**OVER-THE-COUNTER (OTC) MEDICATIONS** Administration of OTC medication must be conducted in accordance with the guidelines for prescription medication. An approved OTC medication administration/authorization form must be used and should contain:

- Parental consent is required annually for the administration of the identified OTC medications.
- OTC medication must be brought to school in an original container that should be unopened. The OTC container will be labeled with the student's name and DOB by the school designee.

This District will supply Acetaminophen 500mg to students in grades 6-12 who have a signed District nonprescription medication form.

- Following manufacturers' guidelines, no more than two 500mg tabs will be given during school hours on one day unless the student has written instructions from his/her physician.

#### **MEDICATION ADMINISTRATION BY UNLICENSED STAFF**

Liability - Sec. 380.1178.6 "A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct."

#### **Staff**

Selected to Administer Medication Plans for the administration of medications in the absence of the nurse shall be developed by the school administrator. The decision regarding delegation of medication administration should be considered in conjunction with other school duties, such as lunch and recess supervision. Such comprehensive planning will ensure that the most appropriate person is assigned to each task and that medication administration is completed in a safe manner.

Criteria for Personnel Selected to Administer Medication in the Absence of the School Nurse: In all cases, the person should:

- Be an employee and agree to this responsibility
- Have good attendance
- Be familiar with the students in the school
- Possess good organizational skills
- Handle stress in a calm manner
- Have coverage/assistance available for regularly assigned job duties during peak times when medications must be given (usually between 11:00 a.m. and 1:00 p.m.)
- Be in a quiet environment that allows for safe and effective administration of medications. Medication must be administered by one adult in the presence of a second adult (except in an emergency that threatens the life of the student), with both individuals being designated by the school administrator and approved by the school nurse.
- Since the majority of medication doses are scheduled for administration between the hours of 11:00 a.m. and 1:00 p.m., plans must include considerations for these persons' lunch.
- Each person assigned routine responsibility for medication administration should have at least one person designated as an alternate to substitute in the case of absence.
- Medication administration is not an appropriate assignment for an unlicensed school volunteer.

#### ADMINISTRATION OF MEDICATION ON SCHOOL-SPONSORED ACTIVITIES

Medications should be administered to students on school-sponsored trips only when absolutely necessary. Timing of doses should be adjusted to occur outside of the school-sponsored activity period if medically appropriate. Medications may be administered on school-sponsored trips only when previously administered and a parent permission form is on file. The only exception is emergency "as needed" medications. A written, approved authorization form is required for all medications. The determination of whether a medication is administered during a school sponsored activity and by whom shall be determined by the School administrator. Options for administration of medications during field trips may include the following:

- Parent/guardian may accompany students on the field trip and administer the medication.
- The medication bottle that the school has can be sent on the field trip. Upon completion of the field trip, the labeled container should be returned to the office. A notation shall be made on the student's medication record that the medication was administered. The administration of that medication in accordance with policy.

#### ERRORS IN THE ADMINISTRATION OF MEDICATION

If an error in medication administration occurs (such as missing a dose, giving the incorrect dose, giving a dose at the wrong time, giving incorrect medication to the student, or giving a student another student's medication even if the medication was the same drug and dose), follow the procedures listed below:

- Contact the building administrator.
- Observe the student for untoward side effects.
- Take appropriate action based on judgment and/or physician order. If necessary, 911 should be called.
- The building administrator or designee should notify the parent and suggest consultation with the physician/pharmacist/school nurse program manager and primary care provider of the child.

- Complete the appropriate reporting forms (see Incident Report).
- Document the specifics of the incident and the action taken. A report of the error should be made and filed.

#### STOLEN OR LOST MEDICATION

If any medication is reported missing, the school administrator shall be notified and procedures for missing property on school grounds should be followed. Since the incident may involve controlled, dangerous substances, notification of the police may be appropriate. Parents shall also be told in order to replace the medication. Appropriate documentation shall be completed and the school shall keep a copy of the documentation.

#### ADDITIONAL GUIDELINES:

The District reserves the right to not administer medication if they deem it in the best interest of the student. Parent/guardians will be contacted if this situation arises.

### **Resident Nonpublic School Students**

A resident non-public school student is one who regularly attends a non-public school or is home schooled within the boundaries of the district. Courses, services, and activities not available to a resident student enrolled in a district school will not be available to a resident non-public student.

#### Course Eligibility

1. The district shall offer non-essential elective courses to resident non-public school students on a shared-time basis. Such non-essential courses include, as example, band, art, industrial arts, and advanced level courses in high school.
2. Resident non-public students are not eligible to take core curriculum courses. Such courses include science, mathematics, language arts, and social studies.
3. The Principal maintains a current list of designated non-essential elective courses and core curriculum courses
4. The Board authorizes the Superintendent, subject to Board review, to determine which courses are offered in the district and the number of students who may enroll. A course that is not otherwise available to a resident student enrolled in the district, will not be available to a resident non-public school student.

#### Transportation

Transportation is available to a resident non-public school student who is enrolled in a non-essential elective course or a core curriculum course. Such students shall follow all applicable district transportation rules, regulations, practices, and time schedules. We will not provide transportation unless required by law.

#### Activities and Organizations

Resident non-public school students may participate in activities or organizations where such activities or organizations do not provide academic credit. A per pupil cost index figure will be determined and said cost of participation will be paid by the parent or guardian prior to participation.

#### Athletics

Resident non-public school students are subject to the eligibility regulations, rules and practices of the district and the Michigan High School Athletic Association. (A student must take and pass

at least 5 classes at the resident high school to be eligible.) Brochures on MHSAA eligibility are available in the high school and athletic offices.

#### Auxiliary Services

Resident non-public school students are eligible to receive auxiliary services subject to the policies, rules, regulations, and practices of the district.

## **Appendix – Legal Notifications**

### This Handbook is Not a Contract

The student handbooks of the Mio AuSable Schools do not constitute a contract between the elementary, middle or high schools and their students on either a collective or individual basis. Changes sometimes occur after the handbooks have been printed. Mio AuSable Schools does not assume a contractual obligation with its students for the contents of any student or extra-curricular handbooks. Handbooks are subject to unilateral change by the schools. Student handbooks constitute a set of written expectations, guidelines and standards (subject to modification, addition or deletion) by the schools upon their students. Compliance with the aforementioned expectations, guidelines and standards is required regardless of whether a student is in possession of a student handbook.

### No disclosure to the military recruiting information:

High School students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by logging into Skyward Student information and request changes to child's information and choose NO for military. This is the parents' responsibility to make sure this is done.

### PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request

### MIO AU SABLE SCHOOLS

#### NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by the Mio AuSable Schools. The rights include:

1. The right to examine the student's records. Request for inspections shall follow the following procedure:
2. Contact the building principal and arrange an appointment
3. The rights to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or their rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.
4. The right to have records which personally refer to a student kept confidential except either by consent of the parent/student or when being used by school personnel for school business. Certain official agencies may also request records. These are listed in the Board of Education Policy on Privacy of Student Records. The following information will be made available for publication in directories, sports programs, and so forth: Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended and other similar information. If a parent of a student does not wish this information to be available for publication, notice must be given to the building principal by September 30<sup>th</sup> of the current school year.
5. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from Mio AuSable Schools, Superintendent's Office, 1110 W. Eighth Street, Mio, MI 48647-0909.
6. The right to protest to:
 

The Family Educational Rights and Privacy Act Office  
 Department of Health, Education and Welfare  
 330 Independence Avenue, SW  
 Washington, DC 20201

If the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.
7. The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

## Drug-Free Schools

RESOLVED THAT the Mio AuSable Schools hereby agrees to comply with section 22 of the "DRUG-FREE SCHOOLS and Communities Act Amendments of 1989".

BE IT FURTHER RESOLVED THAT the Board of Education hereby authorizes the Superintendent or his designee to establish the necessary procedure to carry out this Policy. These procedures shall include, but not be limited to the following:

For Students:

1. Provide age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in grades K-12. Notify students that the use of illicit drugs and unlawful possession of and use of alcohol is wrong and harmful.
2. A statement in the Student Handbook that clearly prohibits unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of

any student activities. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. The description of sanctions shall be included in the Handbook.

3. Information regarding drug and alcohol counseling and rehabilitation and re-entry programs will be made available through a school counselor or other professional personnel.
4. Via the issuance of the Student Handbook, students and their parents shall be given a copy of the standards of conduct and statement of disciplinary sanctions required. This notification statement of conduct is mandatory to students and their parents.

**FOR EMPLOYEES:**

Notify all employees that they are prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as any part of their activities.

1. Notify all employees that disciplinary sanctions, up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct as set forth in #1 above.
2. Provide information through a school counselor or other professional personnel to any employee requesting information about any drug and alcohol counseling and rehabilitation and reentry programs that may be available to employees from other agencies.
3. A copy of this policy is to be given to all employees: said copy shall serve to notify them of both the standards and sanctions, which this policy establishes.
4. This notification explicitly decrees that these standards of conduct are required and compliance is mandatory.
5. This notification explicitly decrees that these standards of conduct are required and compliance is mandatory.

**FOR BOTH STUDENTS AND EMPLOYEES:**

1. There shall be biennial review of the district's drug prevention program to determine:
  - a. The effectiveness of the program and any changes deemed necessary.
  - b. The certainty that the disciplinary sanctions are consistently enforced. (Adopted July 9, 1990) The use of drug sniffing dogs and surveillance cameras when needed, in the school and parking lot will occur randomly throughout the year. (Classroom use of cameras will be done after teacher notification)

