



North Muskegon Middle/High School

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

We, _____ Parent/Guardian

And _____
Student

have read the North Muskegon Middle/High School Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

- 18 year old students are legally recognized as adults.
- Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of a certain age of majority.
 1. Students 18 years old and older may have the same privilege as their parents/guardians as it relates to access to their student records.
 2. Students 18 years old and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
 3. Students 18 years old and older may sign themselves in and out of school and may verify their own absences. NOTE: All school attendance standards continue to apply to students regardless of their age.
- **Eighteen year-old students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers that intent, school officials will not apply the above exceptions to school policies and procedures.**

Parent/Guardian Signature

Student Signature

Date

BUILDING INFORMATION

North Muskegon Middle School/High School

1507 Mills Avenue
North Muskegon, MI 49445
(231) 719.4110
(231) 744.4156 (fax)
www.nmps.k12.mi.us

OFFICE PERSONNEL

Ms. Heidi Sunderhaft Christiansen Principal
Mr. Mike Belmonte Student Affairs
Mr. Jeff Cooke Athletic Director
Mrs. Michele Belmonte Administrative Assistant
Mrs. Beth Beaman Attendance Clerk/High School Secretary

COUNSELORS

Mrs. Tina Gallo..... Counselor
Mr. Jon Tunney..... Counselor

BOARD OF EDUCATION

Mr. Michael Poulin.....President
Mr. William Meier..... Vice President
Mr. Steve Bliss Treasurer
Ms. Darlene Witham.....Secretary
Dr. Mary Moulton.....Trustee
Mrs. Anne Tyson Trustee
Mr. Mark Zettell Trustee

SUPERINTENDENT'S OFFICE

Mr. Curt BabcockSuperintendent
Ms. Kristie Hall Executive Secretary

NORTH MUSKEGON MIDDLE/HIGH SCHOOL FACULTY

<u>NAME</u>	<u>SUBJECT(S)</u>
Ms. Danielle Beaudoin	Computers/Health/Physical Education
Ms. Trish Benaway	Visual Arts
Mrs. JoAnna Berry.....	MS Math
Mrs. Bernedette Billock.....	French I, II, Spanish
Mr. Glenn Burek.....	MS/HS Band/Orchestra/Computers
Mr. Doug Clark.....	MS/HS PE/Government
Mr. Jeff Cooke.....	Physical Education/Athletic Director
Mrs. Mary Derks.....	MS/HS Special Education
Mr. William Z. Fricke.....	English/Computers
Mr. Phil Friesner.....	Social Studies/World History/Economics
Mr. Joe Gentle.....	Mathematics
Mr. Joseph Grelewicz.....	HS Special Education
Mrs. Patricia Howard.....	MS Language Arts/Social Studies
Mr. Rick Howard.....	MS Math/Science
Mrs. Deb Johnson.....	Biology, Chemistry
Mr. Michael Jura.....	Biology/Physics
Mr. Al Karaba.....	Mathematics
Mrs. Sarah Knuth.....	English/Computers
Mrs. Christine Livingston.....	Science
Mrs. Lori Vandewelee	Library Media Center
Mr. Chuck Rypstra.....	History/Chemistry/Science
Mrs. Tracy Schofield.....	Social Studies/Spanish
Mr. Mike Schanhals.....	Language Arts
Mrs. Toni Seyferth.....	English/Drama
Mrs. Beth Slimko.....	MS/HS Vocal Music
Mr. John Slocum.....	History
Mr. Jon Tunney.....	Psychology
Mr. Chuck Wahl	HS Mathematics
Mrs. Karen Wahlberg	MS Special Education

STATEMENT OF INTENT

This handbook is not intended to be all-inclusive. This handbook establishes a foundation necessary for a safe and orderly learning environment for students. In the event of occurrences not covered in this handbook, the building administrator reserves the right to act in a discretionary manner to investigate the alleged action and assess the appropriate consequence.

WELCOME

The staff and administration would like to take this opportunity to welcome you to North Muskegon High School. It is our goal that you have a successful school year.

The information in this booklet has been carefully prepared to help you succeed. The administrators, counselors, teachers, and support staff are here to assist you with your education. Seek their advice when you have questions or problems.

SCHOOL SPIRIT

FIGHT SONG

(Tune "Notre Dame Victory March")

Cheer for the Gold and Blue
Come on you fellows--Yes, we mean you.
Give our team a mighty shout
Sure we will win--there is no doubt.
It makes no difference what we go through
Still North Muskegon, we cheer for you
While our team is marching, marching,
Onward to victory!

"NORSEMEN, HAIL"

In between the calm lake waters,
Scenes we call our own
Spreads our North Muskegon campus
Fairest ever know,
Swell the chorus, let it echo
Over hill and vale
Cheer for blue and gold, our colors,
Norsemen, hail, all hail!

PHILOSOPHICAL STATEMENT

The North Muskegon Board of Education is steadfast in its belief that education is the major foundation for the future strength of this country, and the pursuit of academic excellence shall be the ultimate goal of our school. Attaining this goal requires that members of the education delivery system, teachers, administrators and school board members, assist all students to achieve their personal best. We, the Board of Education, expect our schools to have genuinely high standards of academic achievement, and parents to support and encourage their children to make the most of their talents and abilities. It is our belief that everyone can learn and has a willingness to learn, but that willingness to learn must be nurtured through encouragement and the development of self-confidence and self-esteem both at home and in the school setting.

It is our belief that education is essential for success. We also believe that guidelines are needed to achieve success. We further believe that by working together, with mutual understanding of goals and guidelines, success will follow. The level of success depends on the student. The Board of Education, administration and staff are dedicated to the premise that quality education is our hallmark.

The guidelines that follow are given to direct you to a successful school year.

GRADUATION REQUIREMENTS

<u>Class of 2011 and beyond...</u>	
English	4.5 cr.
Math	4 cr.
Science	3 cr.
Social St	3 cr.
PE/Health	1 cr.
Fine Art	1 cr.
Computers	.5 cr.
Required	17 cr.
<u>Electives</u>	<u>11 cr.</u>
TOTAL	28 cr.

**The State Board of Education is recommending districts to follow the Michigan Merit Core Curriculum. See MMC for more information about the state graduation initiative.*

Per school board policy revised February 8, 2004, Section 7642 "Alternative Credit Options" students may obtain a total of four credits by non-traditional methods toward graduation. The following are deemed "non-traditional": correspondence courses, virtual courses, summer school, independent study and testing out. For more clarification, see Counseling or Administration.

CLASS STANDING

Freshman	0 credits needed
Sophomore	7 credits needed
Junior	14 credits needed
Senior	19.5 credits needed

STUDENT LIFE

It is the goal of the faculty and administration of North Muskegon to provide a safe and effective environment for learning and personal growth. Each student has the right to be free from physical threat, intimidation or other harm. Students are encouraged to report any attempt of intimidation or threat to a staff member when it occurs.

LOCKERS

Each student is assigned the use of a locker and lock. These are the property of the school and are assigned to students for the purpose of storing and securing supplies, outerwear and other items essential to the educational process. Students may not mark in lockers or display materials that are suggestive or advertise the use of alcohol, drugs or tobacco. Students may be charged a cleaning/repair fee if the locker requires unusual repair or cleaning. The school is not responsible for valuables stored in lockers and students are encouraged to leave valuables at home or bring them to the office when necessary. Locker inspections and searches will be performed at the discretion of the building principal. School locks are provided and shall be used at all times.

AUTOMOBILES

Students are not encouraged to drive to school or during the lunch period. The City Police Department enforces posted parking regulations. Special attention should be given to young children walking near the building. Students should be aware that ANY citizen may report careless or reckless driving to the North Muskegon Police Department and citations may be issued after the fact.

CAFETERIA

Student I.D. cards must be used when obtaining food. All food should be consumed in the cafeteria, or, in nice weather, on the school campus or Walker Park. Littering the park would be a city ordinance violation. Soft drinks are permitted in the gym lobby area; empty cans are to be placed in receptacles. Any deviation from these policies is by special permission from the faculty or administration.

Parents may make a variety of payments online with credit/debit cards. Using this software will allow you to check lunch account balances, history and make deposits into your students' lunch accounts. You will also be able to make deposits in the same manner as 'shopping' online to make payments for your Activity Fees, Pay-To-Play, NetBook Insurance, Library Fines, etc. Go to the NMPS website and use the follow link to setup your account with 'www.sendmoneytoschool.com'.

ATTENDANCE

Regular attendance is essential for promotion and success in your schoolwork. Participation in classroom activities, classroom discussions, and certain other interactions are all necessary ingredients of the learning process. **Students shall be in attendance for 90% of scheduled classes of each course in order to earn credit in the course**, if all course objectives have been met. If a student is present less than 90% of scheduled classes, the student will receive a grade of "N" (no credit) for the course. **For 2012-2013, 90% attendance is 53 days per term (7 absences).**

Students with 8-11 absences shall be required to take the semester exam for the course and earn a grade of at least 78% (C+) to obtain the calculated grade for the course. If the student does not earn a grade of 78% on the final exam, a grade of "N" (no credit) will issued for the course. Students with 12 or more absences will receive an "N" (no credit) unless written verification of extenuating circumstances are submitted to the building principal and approved by the attendance committee.

Seniors will be allowed to use one (1) day per term for **college visitation**, and the absence will be recorded as "school-related" **provided the student completes and turns in a "College Visitation Form" to the attendance office prior to the day of the absence.** Absences not reported in advance shall be counted as normal absences and will fall into the category of paragraph one, above.

The 7 absences INCLUDE excused and unexcused absences and pre-arranged vacations, doctor and dentist appointments. Unexcused tardies affect the attendance policy. Violation of the compulsory school attendance laws will result in parental contact and referral to the Muskegon Area Intermediate School District for legal action.

Excused Absences - Parents are to call the Attendance Clerk (231.719.4110) by 10:00 a.m. of the day of an absence. When the student returns to school, they need to bring a note stating the reason for the absence, then Attendance Clerk will issue an admit slip. All **excused absences** will be **verified in writing** within 48 hours after the student returns to school. When possible, advance notice of absence is to be given in the case of appointments, vacations or other pre-planned absences. (Hunting licenses must be shown as proof for hunting related absences.) Teachers will provide make-up work and will assist students seeking help because of an excused absence. Absence for all classes or at least one period of the day disqualifies students from participation in after-school activities that same day. Students shall provide doctor-issued excuses in order to participate in after-school activities. The school does not encourage vacations that take students out of school.

College Visits – **One** pre-approved college visitation (not exceeding two days) will be excused for juniors and will not be counted as an absence. Additional college visits will have to be pre-approved and **WILL** count as an absence, regardless of the circumstances.

Unexcused Absences - Students will receive a zero for the day in all classes missed, and parents will be notified. Unexcused absences include hair appointments, shopping, term paper work, senior pictures, oversleeping, and car problems. The principal has the right to make determinations about absences as they occur. Skipping class is an unexcused absence and must be made up on an equivalent hourly basis using Saturday school.

Leaving School before the End of the School Day - At no time during the school day may a student leave school/campus without "signing out" in the main office. Parent/guardian permission will be required for students to leave the school for any reason. In case of an emergency in which a parent/guardian is not available, the building administrator will determine whether or not the student should be allowed to sign out.

Students who must leave school early for an appointment will obtain a hall pass from the teacher and report directly to the main office or obtain a permit to leave school from the main office prior to the start of the school day.

Tardiness – Being on-time to class is important, as instruction and other educational activities begin when class starts. Students who are tardy disrupt the classroom setting and distract other students. Students will be excused when the student enters with a pass from another teacher or staff member. All tardies to school become a part of the permanent student record. Students are allowed three unexcused tardies in any class. Every unexcused tardy **exceeding three** in any class will require one hour of detention (either after school or Saturday school). A parent conference will be required after the fifth tardy.

Tardiness to any class exceeding 20 minutes will be counted as an absence. Students recorded as “ABSENT” in any class are not eligible to participate in co-curricular activities until the next day.

Exceeding 7 absences in a term shall cause the student to earn an “N” (no mark) in the course. State law requires the opportunity to make-up time missed before credit is denied. All **unexcused absences** (or skips) will require equivalent make-up time and missed class work must be completed to the satisfaction of the classroom teacher before credit will be granted for the class. All excused absences exceeding 7 will require 60-minute make-up sessions. Students exceeding the 7 absences per term may have the right to appear before the Attendance Review Board.

END OF COURSE EXAMS OR PROJECTS

All students shall complete a final exam or project for each course or portion of a course, during the designated exam period for the course. The grade earned on the exam or project shall become a part of the student’s permanent record. No waivers of exams or projects will be allowed because of academic standing, attendance, or criteria that may be considered discriminatory.

APPEAL OF ISSUED GRADE

Board of Education policies #8055 and #8055-R outline the procedures for the appeal of an issued grade for any course. A student seeking an appeal of a grade shall submit to the building principal within 30 days after the receipt of the grade a written request for a grade change stating the reason(s) for the proposed grade change. Grades become “official” five days after the end of the term, and the 30 days start at that time, including summer break.

TESTING OUT OF HIGH SCHOOL COURSES

Michigan Public Act 335 section 1279b established the opportunity for any high school student to “test out” of any course. Test out exams must test students on State of Michigan, Common Core Content Expectations for the course.

Students wishing to test-out of a class shall complete a request through the High School office. All materials for test out will go through the high school office. Students will be required to pick up and return all materials in the office. Request for test out must be made at least 3 weeks prior to the test out date. Request for materials does not constitute request for the test.

Test out dates will be twice per calendar year; during the second trimester exam week on the Friday teacher records day and the week in August that is two weeks prior to the first day of school. These dates vary but will be set at the beginning of each school year. All test-out exams must be scheduled by the student with the high school office during the above dates.

A test out exam may be different than the actual exam given in a trimester class due to the following possibilities: projects, presentations or papers. However, the content assessed will mirror that which is assessed in the class and stated on the content framework provided to the student.

It is the understanding of the teacher, student and parents that regular meetings with the teacher, after school sessions and extra help are not a part of test out and should not be expected. However, reasonable clarification of expectations will be provided by a representative of the department as needed by the student.

The department will be responsible for supplying the exam to the high school office before the exam week and will also be responsible for correcting the exam or supplying an answer key to allow the exam to be corrected.

Student will be informed within 5 regular business days of the test out whether credit was earned. In the case of credit not being earned, student may come in to look at exam in the high school office at a time to be scheduled. Credit is a 78% score or better on the exam as determined by the State of Michigan Merit Curriculum Law 380.1279b.

This test out policy will include any middle school students wishing to attain high school credit.

ALTERNATIVE CREDIT OPTIONS

In addition to regular classroom-based instruction, students may earn credits through the following means: correspondence courses, virtual/on-line courses and dual enrollment courses.

Correspondence Courses

Only those courses offered by agencies and institutions recognized by the administration will be accepted. The express approval of the Principal/designee shall be obtained before the course is taken, and the school must receive an official record of the final grade before a diploma may be issued to the student. Under ordinary circumstances, students or their parents/guardians shall pay for approved correspondence courses the student opts to take.

Virtual/Online Courses

High school students may earn an academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the board. Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered through the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict as determined by the Principal;
3. The course will serve as a supplement to extended homebound instruction;
4. The student has been expelled from the regular high school setting, but educational services are to be continued; or
5. The Principal may determine the student requires a differentiated or accelerated learning environment and accept the request of a virtual course if it corresponds to the student's EDP.
6. Students taking such courses must be enrolled in the District and it is suggested the student use the school media center as a location to complete work in their virtual class.

As determined by school district policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm he student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the Principal shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized. The tuition fee for a virtual course shall be borne by the District for students enrolled full-time. The District may pay the fee for expelled students who are permitted to take virtual courses in alternative settings. It is the responsibility for the parent/guardian to repay tuition for any and all classes failed.

Through its policies and/or supervision plan, the District shall be responsible for providing appropriate supervision and monitoring of students enrolled in virtual courses.

Dual Enrollment

Students may take dual enrollment classes at Muskegon Community College while attending North Muskegon. The college course must not be offered by the district. An exception to this could occur if the Board of Education decides that a scheduling conflict exists, which is beyond the student's control. In addition, the college course must not be considered a hobby, craft, or recreation. Courses also excluded are those in the subject areas of physical education, theology, divinity or religious education. Credit obtained will earn college credit or NMHS credit. North Muskegon will pay for academic credit only. Transportation, textbooks, and other associated fees including lab fees and technology user fees are the responsibility of students. Students who fail to earn credits in a course are expected to reimburse the district for the total cost of the credits attempted. The State of Michigan has directed school districts to assist students in paying tuition fees for courses at Michigan public or private colleges or universities if all the following conditions are met. The student:

- Is a Junior or Senior
- Has tested PLAN or PSAT during the fall of their sophomore year for fall dual enrollment as a Junior
- Has tested PSAT during the fall of their junior year or tested MME in the spring of their Junior year for the fall dual enrollment as a Senior
- Test scores indicate proficiency in subject areas

CREDIT--NO CREDIT ELECTION

High School students must complete all North Muskegon Public Schools required courses for a letter grade. These courses are included in the Michigan Merit Curriculum (MMC). Any other course may be taken for credit (CR) only or no credit (N). Students shall obtain a 70% to earn credit in any course, subject to teacher and building administration approval. Students should apply by the 20th day of the current term. Credit—No Credit forms are available in the guidance office.

PERSONAL CURRICULUMS

In April, 2006, section 380.1278b of the Revised School Code allowed specific modifications to the Michigan Merit Curriculum (MMC). The MMC applies to students in the class cohort of 2011 and later. These modifications are referred to as a "personal curriculum". A personal curriculum may be requested for four reasons:

- To go beyond the MMC by adding more math, science, English language arts or foreign language credits
- To modify the Algebra II requirement
- To modify credit requirements of the MMC based on the disability of a student with an Individualized Education Plan
- To modify credit requirements of the MMC for a student from out of state or from a non-public school who has completed two years of high school and is unable to meet the MMC requirements.

Parents, students, or school personnel who desire to establish a personal curriculum for a student should make the request in writing to the building principal, stating which of the four reasons above justifies the request. More information can be obtained from the guidance office or from www.michigan.gov/highschool.

TEXTBOOKS, ISTRUCTIONAL MATERIALS

Textbooks and instructional materials are provided free of charge to students. Teachers issue textbooks after students sign receipts. Students are expected to take proper care of these materials. If a book is worn beyond “fair wear and tear”, the student will be charged the amount necessary to pay for the repair (\$10) or replacement of the text.

MUSIC DEVICES, CELL PHONES, WIRELESS DEVICES

Radios, I-pods, tape, or CD players and their headphones/ear buds are prohibited during school hours (7:45 – 2:45, except during lunch). Cellular phones must be turned off and be kept out of sight during the school day (this includes wireless headsets/ear pieces). Electronic devices capable of capturing digital images are not allowed in any area where students have rights of privacy. These areas would include but are not limited to restrooms, locker rooms, and gymnasiums. This equipment will be confiscated by school personnel and returned at the end of the school day.

1 st offense	Equipment confiscated, referral, conference	
2 nd offense	Equipment confiscated, one hour detention	
3 rd offense	Equipment confiscated, referral, returned to parent	after one hour detention and conference

SAFETY

Video/Audio surveillance- North Muskegon Public Schools uses video and audio surveillance in all public areas to ensure the safety of its students, staff, and campus. The wearing of hats, hoods, caps, sunglasses, bandanas, or other clothing that hinders the visual identification of students or adults is prohibited during the school day which includes all time between 7:30 am and 3:30 pm. Recorded images will be used in discipline matters or in the prosecution of any person who violates civil law.

Fire/Safety Drills - When an alarm sounds, exit the building with your class. Students are to report to the teacher, whose class they left at the alarm, at a predetermined spot outside. Each classroom will have a fire drill map posted, and teachers should orient students at the beginning of the course as to where they should congregate during a drill or fire. **If an alarm is sounded between classes, students should exit and report to the last teacher whose class they attended.** Students in a restroom or on an errand should exit by the closest door and then report to the teacher in whose class they are enrolled at the time. Teachers will take attendance outside; students may not re-enter the building until an all clear is issued.

School Bus Safety - All school policies apply to conduct on school buses. Bus policy violations will be handled by the bus driver and may result in the loss of riding privileges or further disciplinary action.

ATHLETIC ADDENDUM

The purpose of our athletic program is to enhance the overall school experience. Our students will be offered the opportunity to develop physically, socially and emotionally from their experiences as an athlete. Athletes are expected to dedicate themselves to honesty, good sportsmanship and the pursuit of excellence. Participation in interscholastic athletics is a privilege, not a right.

ELIGIBILITY

Previous trimester: Requirement is 100% passing rate for the student/athlete.

- If student/athlete does not pass all classes in a given trimester that student/athlete may not participate in any sport for the duration of the next trimester.
- Credit earned over the summer for a failed spring course will nullify a fall season ineligibility.

Current trimester: Requirement is 80% passing rate.

- Eligibility checks will begin the 3rd week of each trimester.
- Weekly eligibility checks on Wednesday by the Athletic Department.
 - Results shared with all participating coaches for the current season

- Student/athlete may refute a failing grade by providing proof of inaccuracy to teachers, coaches and/or Athletic Director prior to the end of the week, (Thursday or Friday).
- If student/athlete is not passing 80% of their classes, that student/athlete is ineligible for competition beginning the following week, Monday – Saturday.
- Ineligibility is always a 6-day week, Monday – Saturday.
- Student/athlete remains ineligible until passing 80% of classes.
- Student/athlete must attend all practices and competitions during ineligibility. The student/athlete may participate in practices at the discretion of the coach, but is not permitted to participate in competition.
- If more stringent than this policy and approved by the principal, coaches' policies regarding student/athlete grades are at his/her discretion.

Athletic/Extra Curricular Illegal Substance and Serious Misconduct Policy

Violations of the Norsemen Illegal Substance and Illegal Activity Policy include the use and/or possession of tobacco and possession and/or use of illegal substances, such as alcohol, and other controlled substances, **as well as any unlawful activity (MCL) or serious misconduct as determined by school administration. This policy is in place for all student athletes regardless of age.**

Students will have two separate careers at North Muskegon. These include middle and high school. Students will be given an opportunity for a fresh start when they enter into a new career.

All extra-curricular activities in which a student participates during each of his/her careers, such as clubs, sports, plays, etc. are to be governed by this policy and are subject to the disciplinary provisions set forth in this code. Violations of this policy may be reported by authorized individuals who include law enforcement personnel, or any school official: administrator, teacher, coach, school employee, or school board member.

Violations of this policy will result in:

- 1st offense** - Suspension for 15 Academic Days and Talk with Counseling Committee
- 2nd offense** - Suspension for 60 Academic Days and Some form of treatment program
- 3rd offense** - Suspension for 180 Academic Days and Some form of treatment program
- 4th offense** - Suspension for Career

Beginning with the 2010/2011 school year, the above suspensions will be considered as “time served” only if the student athlete participates in a sport from the beginning of the sport season to the official end of the sport season. If a student athlete quits mid-season, the suspension will be served again during the next full-season sport.

If at any time, a student is able to complete one calendar year from his/her most recent offense without another violation, he/she could “begin again” at the level of his/her most recent offense with the exception that the first offense would be increased to 30 academic days.

Attendance

The student must be in attendance for the entire school day in order to participate in a **contest or practice**. A pre-excused absence (i.e. medical or dental appointment, school field trips) approved by the administration will permit participation. Illness will not qualify for a pre-excused absence. A student present for less than the entire day will need special permission from the administration to participate.

Coaches' Rules

In addition to the above rules, individual coaches may have additional rules and penalties. The coaches' rules and penalties must be approved by the athletic director and must be presented to the athletes at the beginning of the season. Coaches will not suspend an athlete from a team for the remainder of the season without the approval of the athletic director. The coach has the right to suspend an athlete from competition for the remainder of the day and will report such incidents to the athletic director by the next day or sooner. Parental contact will take place for any suspensions of more than one day.

Miscellaneous

Illegal acts and actions detrimental to the team or the school by an athlete will be dealt with on an individual basis. These acts may result in suspension or termination of participation in the athletic program. Team uniforms and equipment are to be used only for appropriate team activities. They should be returned promptly at the conclusion of the season.

Athletes will ride school provided/authorized transportation to all athletic events and follow policies in place for transportation from the event. Exceptions must be arranged in advance with the administration. The school encourages all athletes to travel as a team. Requests for exception should be based on emergency or extraordinary reasons only.

CLASSROOM VISITATION

North Muskegon Public Schools encourages parents and other citizens to visit the Middle School and/or High School. If you plan to visit your child's classroom or confer with the teacher, it is necessary to call ahead in order to assure that school personnel will be available for an appointment. For the safety of students and staff **all school visitors must report to the office and sign in upon arrival in the building. Visitors must sign out when leaving the building.** This enables us to know who is in the building and where to contact the visitor if necessary.

Student visits from other schools are not encouraged, and must be approved by both classroom teacher and building principal.

HALL PASSES

Students are expected to come to class with all their materials. Teachers are urged to strictly screen any requests for passes. Should it become necessary to allow a student to leave the classroom for any reason, the teacher should give the student a pass. Students must have an appropriate pass in his/her possession when outside the classroom.

HALLWAY AND SCHOOL BEHAVIOR

1. Students are expected to walk in the hallway and use quiet voices as they move between classes, at lunch, before and after school.
2. Students are to refrain from opening or closing windows, adjusting shades, sitting on the window sill, or tampering with the thermostat.
3. Students should keep hands and feet to themselves.
4. Students are to refrain from loitering in the restrooms or other grade level hallways.
5. Students should at all times follow the directions of the staff.
6. Students should not have food or drinks in classrooms. Students should report all spills to staff members immediately.
7. Chewing gum and other candy is **not allowed** in classrooms. Classroom teachers may allow these items in special circumstances.

Students not following these guidelines will be disciplined accordingly.

STUDENT DRESS GUIDELINES

The purpose of this policy is to encourage neat and clean dress. People who don't know us judge us by what they see. We tend to act as we look. North Muskegon Schools takes pride in our student and faculty appearance and we know that you will want to help us to continue this tradition.

Students who fail to dress properly and not in accordance with the school policy will not be permitted to attend class. We consider the matter of individual student dress to be a responsibility of the parents of students attending school. It should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school or dressing in a manner that creates a **safety or health hazard** for themselves, other students, or any school employee will not be admitted to class and may be subject to suspension from school.

1. Specific health and safety standards may be required in the following departments:
 - A. Exploratory classes
 - B. Physical Education
 - C. Science Education
2. A reasonable cleanliness of person and of wearing apparel is expected as a matter of health.
3. The absence of footwear will be considered a health hazard. Footwear that does not have a strap covering the heel of the foot (flip-flops, soccer sandals, etc.) put students at risk in an emergency situation and should not be worn during the school day.
4. See-through attire will be considered distracting and inappropriate.
5. Although casual wear is permitted, such clothing will not be so extreme in fit or design as to disrupt the educational process. "Short shorts", short skirts, spaghetti straps, and/or T-shirt tank tops are inappropriate. Students may wear shorts and/or skirts that are mid-thigh in length. The test of appropriate length will be either a 4-inch inseam; or when the students shoulders are in the relaxed position, fingertips must be in contact with clothing and not skin at the mid-thigh. Females shall wear tops that cover each shoulder with at least three inches of material and shall be cut so as to not expose cleavage. Males shall wear shirts with sleeves that do not expose the armpits and all shirts must cover the midriff (tummy).
6. Swim attire, beachwear, and pajama style wear will be considered distracting and is not allowed.
7. Attire with vulgar words, profanity, or offensive designs will be considered in bad taste and will not be allowed.
8. Wearing apparel promoting the use of drugs, alcohol, tobacco, weapons, or using obscene language will not be allowed.
9. Pants that are baggy and sag such that underwear is exposed are not allowed. Jeans and pants that are torn or have holes (larger than a quarter in size) above the knee are not appropriate for school and are not allowed. Biking pants or shorts, which by nature of the material are extremely tight fitting, are not permitted.

10. Hats, hoods, caps, headscarves, and sunglasses are NOT to be worn inside the school building during the school day (7:30 am to 3:30 pm). These items shall be stored in the student's locker. Items not stored in lockers will be confiscated by school personnel and returned at the end of the school day. The Administration and staff using discretion will restrict students from wearing "baggy" pants or other clothes, which reveal undergarments.
11. Coats and jackets are not to be worn once the student enters the building. A coat is considered an outer garment that is normally worn outdoors or over other clothing. We do encourage sweatshirts and sweaters, we discourage hooded sweatshirts. Hoods are not allowed to be worn during the school day.

Students who violate these guidelines will be asked to change into appropriate clothing. Students who refuse to cooperate will be referred to administration which will make the final determination as to what is appropriate clothing and will be disciplined according to the policy on Insubordination.

**SCHOOL SAFETY INFORMATION POLICY AGREEMENT
(PUBLIC ACT 102)
NORTH MUSKEGON SCHOOL DISTRICT
STATEMENT OF INTENT**

The parties to this agreement are committed to maintaining a safe school environment. We acknowledge and agree that school safety will be enhanced through the effective sharing of information and resources. The goal of this agreement is to establish procedures to be followed when an incident defined in the School Safety Response Guide section of the Statewide School Safety Information Policy occurs. The parties further agree to develop internal policies and cooperative procedures as needed to implement the local School Safety Information Policy.

We each agree to:

1. Promote a coordinated effort among agencies and staff to achieve maximum public safety with the goal of reducing juvenile crime.
2. Participate in interagency planning meetings, as appropriate.
3. Joint plan, and/or provide information and access to training opportunities, when feasible.
4. Develop internal policies and cooperative procedures, as needed, to implement this policy and the Statewide School Safety Information Policy.
5. Comply with relevant state and federal law and other applicable local rules which relate to records use, security, dissemination, and retention/destruction.

The School District Agrees to:

1. Designate a contact person to be responsible for receiving information from law enforcement, prosecutors and courts and inform all parties as to the school's designee.
2. Notify the pupil's principal of information from law enforcement prosecutors or the court system by the next business day. The principal, within 24 hours of such notice, shall provide such information to relevant building personnel.
3. Notify the appropriate law enforcement agency when an adult or student commits any of the offenses listed in the School Safety Response Guide on school property, on school sponsored transportation, or at school sponsored activities.
4. Develop appropriate internal written policies to insure that confidential criminal history information is disseminated only to appropriate school personnel.

Each Law Enforcement Agency Agrees to:

1. Designate a contact person to be responsible for forwarding information to the designated school personnel and inform all parties as to law enforcement's designee.
2. Notify the superintendent, or designee, of crimes committed on school property. Notification shall be within 24 hours of the next business day when school is in session and shall include the details of the crime committed. Notification shall be within 7 days during the summer. A law enforcement agency may delay reporting of crimes to a school district if such report may compromise an ongoing investigation.
3. Promptly notify the superintendent, or designee, of crimes committed off school property which they have reason to believe may pose a significant threat of imminent danger to students, staff or school property.

The Prosecuting Attorney(s) Agree to:

1. Designate a contact person to be responsible for forwarding information to the designated school personnel and inform all parties as to the prosecuting attorney's designee.
2. Notify the superintendent or designee of any criminal or juvenile court action initiated or taken against a pupil of the school district, including, but not limited to, convictions, adjudications, and dispositions. This notification shall be initiated within 24 hours or next business day after the charge is made when school is in session and include the details of that charge.
3. Inquire of each school age individual involved in a court action described in this subsection whether the individual is a pupil in a school district and, if so, in which school district.
4. Attempt to notify the school district superintendent of the intermediate school district where the pupil attends if it is determined that the individual is a pupil in a school district not located within the county.

The Court Agrees to:

1. Designate a contact person to be responsible for forwarding information to the designated school personnel and inform all parties as to the court's designee.
2. Notify the superintendent, or designee, of the name of the individual assigned to monitor a convicted or adjudicated youth attending a public school and of how that individual may be contacted.

CRIMINAL ACTS DEFINED

The following statements of offenses requiring corrective action shall not be deemed to limit the rights of the Board of Education or staff, but to establish rules of conduct appropriate to the welfare of the student body and for the maintenance of order and discipline within the school system.

The Board of Education, assuming the responsibility granted by law, establishes the following categories of misconduct as those which shall be subject to corrective or disciplinary action, including suspension or expulsion.

1. Citizenship, which includes the following but is not limited to:

- A. **Violation of state laws, local ordinances**, approved fire and safety codes, civil disobedience, school rules, and regulations.
- B. **Smoking** is illegal on school property, and the possession of smoking materials, including matches and lighter, are not permitted on school property or at any school-sponsored activity.

2. Rights, Responsibilities, and Limitations

Civil Wrongs – The following activities are among those defined as criminal under the laws of the State of Michigan and North Muskegon Schools.

Arson – Intentionally setting fire (or attempting to set on fire) to either personal property or school property shall result in immediate expulsion in accordance with the district's arson policy.

Assault – The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 – 12 who engage in physical assault or verbal assault:

- Physical assault of a school employee, volunteer or contractor – permanent expulsion.
- Physical assault of another student – expulsion up to 180 school days.
- Verbal assault of a school employee, volunteer or contractor – expulsion up to 180 school days. For purposes of this law and the Board of Education's Policy the following definitions will apply to these terms:
 - **Physical assault:** Intentionally causing or attempting to cause physical harm to another through force or violence.
 - **Verbal assault:** Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. Bomb threats and similar threats directed at a school building, school property or a school-related event are included as verbal assaults.

Attendance – Daily attendance is required in accordance with state law and school board rules. Students will attend regularly scheduled classes unless officially excused.

Bomb Threats – Issuing by word or writing or any other form of communication, the intention to do damage or harm by bombing.

Burglary, Robbery, Theft – The permanent taking of personal or school property which does not belong to you without the owner's permission.

Selling Pornographic Materials – Distribution of pornographic materials on school property is prohibited.

Explosives – Explosives or incendiary devices are strictly prohibited on school property or at school sponsored events. This includes fireworks of any kind.

Extortion, Blackmail, or Coercion – Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.

False Alarm – Issuing by word or act or any other form of communication, a false or misleading report of a fire.

Firearms – Possession of any weapons or facsimile weapons which may be used to intimidate or threaten others is strictly prohibited and will result in immediate expulsion in accordance with the district's gun free school policy.

Indecent Exposure – The purposeful exposure of parts of the body normally covered by clothing.

Larceny – Theft

Malicious Mischief – Property damage

Off-Campus Events – Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school officials shall result in loss of eligibility to attend school-sponsored, off-campus events.

Sexual Harassment/Assault – Sexual harassment consists of unwelcome sexual conduct, verbal, non-verbal, or physical, which unreasonably interferes with a student's educational right, privilege, advantage, or opportunity or which creates an intimidating, hostile or offensive educational environment.

Sexual harassment has no place in the North Muskegon School District and will not be tolerated. A student who engages in sexual harassment will be subject to appropriate discipline, including expulsion in accordance with the district's criminal sexual conduct policy.

The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or to the person who has been designated as the school's sexual harassment grievance officer.

Smoking, possession of tobacco – Smoking by anyone is illegal on school property, and the possession of tobacco and smoking materials, IE matches/lighters, is not permitted on school property or at any school-sponsored activity.

Trespass – Being present in an unauthorized place or refusing to leave when ordered to do so.

Unlawful Interference with School Authorities – Interfering with staff by force, resistance, or violence.

Unlawful Intimidation of School Authorities – Interfering with staff by intimidation with threat of force or violence.

Use or Threat to use Weapons – The use or threat to use any physical object as a weapon to threaten or inflict violence on another person or persons.

Vandalism – Willful destruction of, defacement of, or tampering with personal or school property.

Weapons Possession – Possession of any weapon or facsimile weapon is strictly prohibited and will result in immediate expulsion in accordance with the district's weapon free school policy.

2. **Drugs, which includes the following but is not limited to:**

Sale, Use, Distribution or Possession of Alcoholic Beverages, Illegal and/or Unauthorized Medicine, Drugs, or Narcotics, or Imitation Controlled Substances – Including by use of illustration and not limitation: alcohol, marijuana, heroin, opium, cocaine, LSD, barbiturates, amphetamines, and drugs manufactured for use with animals.

Sale or Distribution of Over the Counter Medications - Including but not limited to: Advil, Tylenol, cough syrup, etc.

Look A like Drug Policy

- A. It is against school policy to deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person represents to be a controlled substance.
- B. Proof of any one of the following is prima facia evidence of the above:
 - (1) The substance substantially resembled a controlled illegal substance
 - (2) The substance is unpacked or is packaged in a manner normally used for illegal delivery or a controlled substance (baggy, envelope, gum wrapper, unmarked capsule, etc.)
 - (3) The substance isn't labeled as required by the FDA
 - (4) The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit or more for example).
- C. Sale of any drug is against school policy.
- D. No person may advertise a non-controlled drug:
 - (1) If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.
 - (2) Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or
 - (3) Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

In the case of school officials having proof of use, possession, delivery or attempt to deliver any substance described in A or B above, the penalties shall be the same as for illegal substance.

Use or Possession – To the extent that a school may bear the burden of legal and moral culpability when knowledge of student's possession or use of illegal substance is known, a specific policy covers four situations:

- A. In the case of school staff members, principal, or supervisor having proof of distribution (any quantity) by a student, the administration will recommend suspension or expulsion. Legal authorities will be notified.
- B. In the case of school staff members, principal, or supervisor having found in a student's possession a quantity suggesting more than personal use, the administration will recommend suspension or expulsion. Legal authorities will be notified.
- C. In the case of school staff members having found in a student's possession drug paraphernalia or a quantity of controlled substance which suggests personal use, the building principal will be notified at ext. 4113 for the middle school/high school.
- D. In the case of the principal or supervisor having reasonable cause to believe a student is "under the influence" of a drug or controlled substance, the administration will observe the following procedure under normal circumstances:
 - (1) Verify the information provided and assess its' credibility.
 - (2) Assess the character, history, and school record of the student(s) suspected.
 - (3) Determine if there is reasonable suspicion enough to conduct a search.
Any search conducted must comply with State of Michigan law.
 - (4) Circumstances will be reviewed with the Superintendent. We will proceed with the written district policy/procedures.

If drugs are found, the following procedure will be observed:

- (1) Call the police at 911.

- (2) Assist the police in locating and identifying suspect(s) and/or witnesses.
- (3) Provide any evidence to the police.
- (4) Notify the parent(s) or guardian(s).

All medication must be brought to the office for distribution to the student. Students may not have in their possession prescription medication or over-the-counter drugs.

The commission of or participation in such activities as stated above, whether in school buildings, on school property, or at school-sponsored events, is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

DUE PROCESS PROCEDURAL RULES AND REGULATIONS

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of the school district's resources in cooperation with the student and his/her parent(s) or guardian. The administration shall make specific notice of charges against the student as soon as possible after the administration is aware of the problem.
3. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel
4. A student must be given an opportunity for a hearing with an appropriate school administrator if his or her parent or guardian indicates the desire for one. A hearing may be held to allow the student and his/her parent(s) or guardian to discuss the facts which may have lead to disciplinary action. The student and his/her parents or guardian must be told orally, if possible, and in writing of the opportunity for a hearing in accordance with school board policy.
5. The student (and/or students representative) has a right to:
 - A. Question professional members of the staff involved in or witnessing the incident.
 - B. Present evidence on his or her behalf.
 - C. Have an impartial hearing (before a school official not involved in the incident).
 - D. Be represented by qualified counsel.
 - E. A record of the hearing.
 - F. Appeal to a higher authority according to the following list:

(1) Principal	1 st hearing
(2) Superintendent	2 nd hearing
(3) Board of Education	3 rd hearing

It is the intent of North Muskegon Middle School/High School to develop an understanding and appreciation of our representative form of government and the rights and responsibilities whereby necessary changes are brought about. The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship must also accept responsibility to respect the laws of the community. It is the responsibility of the administration to design rules, clarify regulations and due process procedures, and take necessary discipline procedures to protect all members of the school community.

DEFINITIONS OF TYPES OF DISCIPLINARY ACTION

REPRIMAND

A reprimand is criticism with the intent of correcting a fault. A scolding for inappropriate behavior is considered a reprimand.

DETENTION

1. Students who violate a teacher's classroom disciplinary policies may be kept after school. Each student will be given at least 24 hours before the detention is assigned to arrange for his/her transportation.
2. Tardiness and minor cases of misbehavior in the school will warrant detention after school and students will be expected to do homework or read a book. Students are to make arrangements if an emergency comes up and they cannot stay on the day agreed.
3. Failure to show for an office or teacher detention without prior written or verbal excuse will result in ISS or School Community Service. Failure to show for scheduled detention on a continual basis will result in the student being disciplined under "Persistent Misbehavior or Insubordination" in the discipline section of the handbook.
4. If a student is absent the day of his/her assigned detention, he/she is expected to stay on the next night.
5. Failure to bring assignments, refusing to study or misbehavior in the detention room will result in being removed from the room and the student will serve the detention the next night of detention.
6. School detentions will last 45 minutes from the end of the school day.

Procedure: Every staff person shall have the authority to reprimand and/or detain students. Such corrective measures shall be used for the purpose of improvement in the personal conduct of the student, not as a means of public ridicule or embarrassment.

SATURDAY SCHOOL

Saturday School is a program that may be offered to students to make up absenteeism, in some cases as an alternative to out of school suspension and as part of progressive discipline. At the discretion of the administration, a student who has been suspended may be permitted to attend a Saturday School.

Saturday School is held at North Muskegon Middle School/High School. Failure of students to arrive on time and abide by all the rules approved for this program will result in the student receiving OSS (out of school suspension).

SCHOOL COMMUNITY SERVICE

1. School Community Service is a program designed to curb adolescent misbehavior by placing student on a work detail with the school custodians in hopes that it will give them an appreciation for the work they do, develop respect for school property, and build character and responsibility for their actions. This program allows us flexibility to work with our parents and helps to alleviate inconveniences placed on them.
2. Students will report to the detention room where they may finish their homework under supervised instruction before being assigned to a custodian at 3:45. They will then be transferred over to custodian supervision until 4:30, when parents may then pick up their child at the gymnasium entrance.
3. Tasks may include, but are not limited to: washing windows, lockers, and/or walls; cleaning dry marker boards; mopping floors; picking up trash; emptying waste baskets; etc.

IN SCHOOL SUSPENSION (ISS)

In School Suspension (all day detention) may be offered in lieu of (or in combination with) outside school suspension. The student and his/her parent or guardian may select this alternative to an assigned OSS suspension IF IT IS OFFERED BY THE ADMINISTRATION.

The In School Suspension program advocates placing a student who has committed a suspendable offense in an on-campus, highly controlled, isolated environment in which he/she is required to complete assignments under the supervision of an adult. Under this program, a student serves his/her penalty for a violation of school rules where he/she continues his/her education and retains his/her opportunity to earn academic credit. It is the student's responsibility to:

1. Report to in school suspension room at 7:45 a.m. with books, journals, paper and pencils, and any other materials needed to complete work. Students will not be allowed to go to their lockers during the day.
2. While in ISS, it is mandatory that students work independently and quietly. Students are responsible for completing their assignments and returning them to their teachers the following day if they are to receive credit. It is also suggested that students bring a reading book and they may also be required to copy out of the student handbook.
3. Rules and Regulations will be posted and a set will also be handed out to the student upon receiving the ISS. Those students who are removed from ISS for failure to comply will be sent home that day and may receive OSS the following day. Students will be allowed a five (5) minute break in the morning and afternoon. They will eat their lunch in the ISS room and will be responsible for cleaning up after themselves.

OUT OF SCHOOL SUSPENSION (OSS)

Students who are suspended out of school (OSS) must leave school property and may not return without the permission of school authorities or until after the suspension time is over. Students on OSS are not to be on school property and are expected to remain home under parental supervision. Students placed on out of school suspension WILL receive credit for the work done during the time of suspension. Students will gather homework assignments and return them to their teachers upon request so that they will not fall behind in their classes.

1. Students/parents will contact the office for OSS assignments for more than one (1) day and return the completed assignments the day they return to school from suspension. (Tests will need to be made up after school the day or day after his/her return.)
2. Students who have the option to attend In School Suspension (ISS), School Community Service, or Saturday School in lieu of OSS are not allowed to make up their work if parent(s)/guardian(s) choose OSS.

Procedure: Students on suspension will be given the opportunity to make up all schoolwork deemed appropriate by the school administrator and the teachers involved. The teacher may set a reasonable deadline for turning in this work. Students who receive an out of school suspension will receive a 10% grade reduction for the work assigned in all classes during the suspension period. Final exams are not considered "assigned work" and grades on exams will not be subject to reduction. Students must

vacate the school premises after receiving a suspension. Students who are seen on school grounds after receiving a suspension will be suspended an additional three (3) days.

1. The building administrator will confer with the person (or persons) involved.
2. The student shall be informed of the specific charge(s), which could be the basis for disciplinary action.
3. The student will have the right to be heard and to present any relevant information to the school administrator.
4. Once the building administrator (or designee) determines that suspension is appropriate, he will:
 - A. Notify the parent(s) or guardian(s) as soon as possible of the suspension, the reason for it, and the duration. Notification may be made by any of the following forms: use of the formal Disciplinary Notice to Parent(s) or Guardian(s) form, telephone, home visit, or a suspension letter. Suspensions extending beyond ten (10) days will be confirmed by a written statement sent through the mail.
 - B. Confer, at the earliest possible time, with the parent(s) or guardian(s) and the student to discuss the conditions for the return of the student to the school setting.
 - C. Advise the parent(s) or guardian(s) and student of their right to appeal the decision.
 - D. Refer to law enforcement agencies when appropriate, as in cases of arson, rape, vandalism, violence, theft, assault, weapons possession, illegal possession of drugs, etc.
 - E. Complete and file, in the building, Discipline Notice to Parent(s) or Guardian(s)

STUDENT UNDER SUSPENSION

When a student is suspended (OSS), he or she may not attend school or activities sponsored by the school during the duration of his/her suspension. When a student is expelled, he or she is dropped from the school rolls and may not return. A student who has been expelled may not attend the social events or activities sponsored by the school.

SPECIFIC PENALTIES

DRUGS AND ALCOHOL

The consumption and/or possession of any controlled substance or drug paraphernalia by students are prohibited in any attendance center, or on school or district grounds or at any school-sponsored activity. North Muskegon Public Schools may use canine search dogs or other appropriate methods to determine the presence of alcohol or drugs on school property or personal property within the "drug-free school zone".

Any student who has in his/her possession any controlled substance or appears to be under the influence of any drugs before entering upon school or district grounds or in an attendance center, at any school-sponsored activity off school grounds or going to or from any school-sponsored activity, shall be refused entrance and admission and may be subject to discipline, up to and including suspension and/or expulsion.

Disciplinary action will be as follows: The following consequences are for the student's career at each building level (Middle School/High School) while attending North Muskegon Public Schools. If the student has two offenses within one school year the second offense will include recommendation for expulsion.

1 st offense	Up to 10 day suspension (OSS)
2 nd offense	Recommendation for expulsion

When a violation of the student code occurs, a due process conference will be held with the student, the parent(s), or guardian(s), and the principal. Disciplinary action will be determined based upon the available evidence, the student's prior violations and the conference results. If the student or parent(s)/guardian(s) are dissatisfied with the decision of the principal, they may appeal to the superintendent, and then appeal to the board.

WEAPONS

POLICE REPORT, IMMEDIATE SUSPENSION AND EXPULSION

Weapons are grouped into two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples: firearms, explosives, metal knuckles, knives, chains, clubs, star, etc.
 - District officials will confiscate any article which, in their professional judgment, qualifies as a weapon. Such weapons will be submitted to the law enforcement agency, and the student will be immediately suspended (10 days) pending an expulsion hearing.
2. Articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate. Examples: belts, combs, pencils, compasses, scissors, etc.
 - These articles, if used as weapons, will be confiscated. The student will be placed on immediate suspension (up to 10 days) and expulsion will be considered

Any student found to be in possession of a weapon at any school sponsored activity, while in school, on district premises before, during, or after school, while in route to and from school or on any district transportation vehicle shall be subject to expulsion and/or legal action.

Heavy chains are not allowed on school premises at any time. These chains will be confiscated and parents notified. If chains are confiscated a second time, they will not be returned.

BULLYING

Bullying is Prohibited

Bullying is a form of harassment. For the purposes of this policy, bullying occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Such negative actions may include intentionally inflicting, or attempting to inflict injury or discomfort upon another. These behaviors are carried out physically (e.g., hitting, kicking, pushing, choking); verbally (e.g., name calling, threatening, taunting, malicious teasing, spreading nasty rumors, cyber bullying); or in other ways, such as making faces, obscene gestures, or by intentional exclusion of a targeted student from a group.

Bullying is thus characterized by the following three criteria: a. it is aggressive behavior or intentional “harm doing,” b. it is carried out repeatedly over time; and c. it occurs within an interpersonal relationship characterized by an imbalance of power.

Such conduct is disruptive of the educational process. Therefore, bullying is unacceptable behavior in this district, and will be prohibited.

Students who engage in any act of bullying during school or at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents as may be required by law.

The superintendent shall develop guidelines that will increase awareness of the hurtful nature of bullying. In addition, teachers and other staff will receive training to help them effectively intervene if bullying is witnessed in their presence or brought to their attention.

Guidelines

Students who are referred to the administration for acts of bullying will be documented via the official district discipline referral form. The referral form, once completed, will include: the number, nature and severity of the bullying incident; factors such as age, degree of harm, nature and severity of the behavior; the relationship of the parties involved and the context in which the incident occurred.

Finally, students who engage in any act of bullying will be subject to one or more of the following disciplinary actions:

- Conference with the student, parent and administration
- Removal from privileges, recess or extra-curricular activities
- Counseling in school or out of district
- Police referral
- Restitution and Restoration
- Restorative Justice/Conflict Resolution referral to an outside agency
- Short term suspension
- Long term suspension
- Expulsion from the district

The following infractions will result in the following consequences.

- 1. All Criminal Acts (previously defined) unless Specifically Addressed**

1 st offense	Up to 10 days suspension, OSS, and Probation
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- 2. Fighting – initiator and/or combatant**
Disrupting the educational process, disrespectful behavior toward faculty/staff
Throwing Objects and/or Endangering the Safety of Others

1 st offense	Up to five days ISS/OSS
2 nd offense	Up to 6 - 9 days OSS
3 rd offense	10 days OSS

3. Possession or Use of Drug paraphernalia, Tobacco products

Alteration of School Records

Insubordination (not submitting to a staff directive, including verbal abuse or threatening school officials)

Interfering with School Officials in Pursuit of their Duty

Leaving School Property without Permission during the School Day

Unauthorized distribution of materials

1 st offense	OSS remainder of the day and ISS or Saturday School
2 nd offense	2 days OSS plus Saturday School
3 rd offense	5 days OSS
4 th offense	10 days OSS

4. Theft or Vandalism

Public Defamation of Staff Members

Indecent Exposure

Fireworks

1 st offense	Up to 5 day suspension (OSS/ISS)
2 nd offense	Up to 10 day suspension (OSS/ISS)

5. Profanity (Written, Verbal, Non-Verbal, Gestured)

Forgery

Cheating

Truancy – Skipping classes or school

Unauthorized use of the facility

Unauthorized check out from school

Persistent Misbehavior – Any student who is referred to the office by a staff member after exhausting the interventions in the general discipline policy will face the following consequences.

1 st offense	ISS or Saturday School
2 nd offense	2 days ISS or 2 days Saturday School*
3 rd offense	Up to 3 days OSS
4 th offense	Up to 5 days OSS
5 th offense	Expulsion/Alternative Placement

** Each referral to the office for persistent misbehavior regardless of the teacher is cumulative; however the principal may use discretion with this area. An example is the length of time between violations.*

Building administration has the right to use discretion to deviate from the designated sequence of consequences and impose any of the set forth disciplinary measures or any other available disciplinary measure (such as parent/guardian attending in lieu of OSS) without imposing a less or more severe type of discipline and, in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency.

6. Bullying, Intimidation, Coercion or any other threatening acts will not be tolerated. All students have the right to a safe educational environment, which is conducive to learning for all. Those who impede the educational progress of their fellow peers will be subjected to the following:

1 st offense	ISS or Saturday School
2 nd offense	up to 3 days OSS/ISS
3 rd offense	up to 10 days OSS/Possible expulsion

7. Cafeteria/Bus/Hallway/Classroom Misbehavior – Students who run, push and shove, or act inappropriately in the cafeteria or hall between classes, before or after school will be given a reprimand and/or serve a school detention (dependent of the infraction or circumstances). If misbehavior continues students will be subjected to “Persistent Misbehavior” guidelines.

8. Hate Speech/Written (Racial, Ethnic, Satanic, Nazi and Gender Slurs) – Students will be referred to the office for making verbal, non-verbal gestures and/or written messages about another.

1 st offense	Up to 3 days suspension + parent conference required before student may return to school
2 nd offense	Up to 5 days OSS + parent conference
3 rd offense	up to 10 days OSS/Possible expulsion

9. Beepers and Cellular Phones – Beepers (including look-a-like) and cellular phones are allowed on campus during the school day. These items must be hidden from view and turned off during class time and while passing in the hallways between classes. If these guidelines are not followed these objects will be confiscated and appropriate disciplinary action will be taken.

Probation/Contracts

Conditional enrollment granted by school administrator (or designee) for a trial period. The period of probation may be for varying lengths of time, but not to exceed one semester.

Procedure: The building administrator shall establish the conditions of probation and impose the terms. This will be done after consulting with the teacher(s), counselor, and a conference with the student and the student's parent(s) or guardian(s). All conditions of probation shall be stated in writing, with a copy to the parent(s) or guardian(s).

School probation is conferred upon a student returning to school who has a history of misbehavior or truancy to the extent that he/she has been suspended from school for ten (10) days or has quit school. In order to stay in school a student must agree in writing to:

1. Pass all school subjects
2. Have regular attendance – no truancy
3. Not be referred to the office for misbehavior or disobedience

Students who exhaust all consequences previously defined will be subject to probation and an individual contract. These contracts may be written by or in conjunction with any or all of the following staff members: building principal, counselor, school psychologist, school social worker, or any member of the teaching staff.

NOTE: Parents will be contacted to be advised of the contract and to offer any additional input.

Rather than a “clean slate” at the beginning of each new semester, students will be subject to progressive discipline procedures at any time during the school year. A “reasonable” time between referrals and the magnitude of the infraction will be taken into consideration in regard to the punitive measures to be taken. The building principal will have final authority in these cases.

Students in violation of the Probation Agreement will be suspended. A meeting will be arranged with the parent(s) to discuss alternatives.

Netbook Handbook: for Students and Parents

I. Goals:

1. Students will attain higher levels of academic achievement.
2. Students will demonstrate a higher level of technology literacy.
3. Students will improve the quality of their learning as they develop a new set of knowledge and skills for the future world of work.
4. Students will be more engaged in their daily educational experience.
5. Students will improve communication and widen their sense of community by expanding the way teachers, students, and parents are able to interact with each other.
6. Students will be more prepared for the requirements of college and the workforce.

The right to use a netbook is a privilege. If students do not adhere to North Muskegon Public School's Acceptable Use Policy and the rules and guidelines in this handbook, the privilege to use their netbook at home may be restricted or eliminated.

II. Hardware and Software

A. In the Bag

1. HP Netbook
2. Power Supply (Assigned to laptop. Students must not trade with other students)
3. Protective Netbook Case
4. ID Tag

B. On the Netbook

1. Windows 7 – The Operating System Software
2. Virus/Spyware Protection from AVG
3. Microsoft Office 2010 Professional Suite

C. Backup and File Storage

1. Students can save documents to the hard drive of their computer. (Files on student computers are not automatically backed up.)
2. Students need to keep 5 GB free on their netbooks at all times for optimal operation.
3. At school students may copy files from their netbook computers to the school network. This drive is available to students through the URL: <http://mail.nmps.k12.mi.us/fileway>: They will use their assigned username/password to access this site.
4. Students may use a USB flash drive to store information as well.

D. Software Support & Trouble Shooting

1. Application and netbook help system.
2. Contact a classmate.
3. contact a classroom teacher
4. Most netbook problems will be solved by restarting the netbook. If the computer will not shut down, press and hold the power button until it shuts down. This is a last resort!

5. If the problem persists, bring your netbook to HS/MS Library at your building when you return to school. The netbook may require re-imaging or further hardware/software troubleshooting. A spare netbook will be available in the meantime if necessary.

III. Student and Parent Responsibilities

When students take their netbooks home, families assume financial responsibility. Parents/Guardians may be responsible for the replacement or repair cost of the netbook in the event of theft, loss, or damage due to misuse or careless use. Please see section F for more information on loss, theft, and damage.

A. Parent Involvement

- I will support my child in the use of the computer by monitoring the following items listed below when the computer is in use in my home or in my presence.
- It is important to have the student use the computer in a place where I can monitor what my child is doing and where s/he is going on the Internet.
- I need to ask questions and show interest in how my child is using the computer, especially in how it is enhancing his/her studies.

B. Student Handling and Care of the Netbook

- My netbook is a valuable educational tool, therefore, I will keep it with me at all times while at school and I will take it to all classes.
- I understand that North Muskegon staff and my parents have the right to view the contents of my netbook.
- I understand that use of the Internet, the netbook, and its software will be used at all times within the boundaries of the North Muskegon Public Schools Acceptable Use Policy.
- I will be responsible for the care and upkeep of my netbook, and will treat it with respect.
- I will be responsible for reporting damages to equipment, system, or software.
- I understand that any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning, suspension or cost of repair/replacement.
- I will not leave my netbook unattended at any time.
- I will bring my netbook fully charged to school every day.
- I will close the screen when the netbook is not in use to extend the battery life.
- I will not leave my netbook at school over extended vacation periods (longer than a weekend).
- I want to protect my netbook and will keep it in the approved computer case.
- This netbook was issued to me and is my responsibility. I will not let others use my netbook unless directed by a staff member.
- I will be able to appropriately personalize the desktop on my netbook. I will not place stickers on my netbook. I will not deface the netbook.
- I will not change the configuration of the netbook.
- I will not eat or drink near my netbook
- I must use the netbook on a flat, stable surface to keep it from falling.
- I will not set books or other items on top of the netbook.
- I understand that it is important to carry the netbook correctly so I will avoid carrying it with the lid open and will not pick it up by the screen.
- I will be careful not to leave pencils, pens, paper, or earphones on the keyboard when closing the lid.
- I will lock my netbook in my locker when it is not needed for class (like PE) and while I am in the cafeteria for lunch. (Locker rooms are designated as netbook free zones).
- I will allow the netbook to warm to room temperature before using if it has been left in a cold car.
- If I must leave my netbook in a vehicle, I will lock the vehicle and keep my netbook out of sight.
- I will not leave the netbook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- I will leave my netbook in its case at all times.
- I will return the netbook to North Muskegon Public Schools at the end of the school year.

C. Ethical and Appropriate Use

- Students are expected to adhere at all times to the North Muskegon Public Schools Acceptable Use Policy which is available online at www.nmps.k12.mi.us.
- Students are expected to follow copyright law. A guide will be located at www.nmps.k12.mi.us.
- Students are expected to treat others with respect when posting information on the Internet. Students should take reasonable steps to protect their own and other's identity.
- The right to use a netbook is a privilege. Consequences will be enforced if students do not adhere to the NMPS Acceptable Use Policy and the rules and guidelines in this handbook. Consequences can range from warnings to suspensions.
- Students will abide by new classroom norms concerning netbook use during class.

- All uses of E-mail and online communications must be appropriate. Examples of appropriate e-mail use are:
 - Communication with teachers
 - Communication with parents
 - Communication with a user or other users to support approved projects by teachers
 - Communication with outside parties as approved by staff
- Examples of inappropriate e-mail uses are:
 - Communication with anyone who includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
- Disclosing personal information, location, and identity with anyone you do not know.
- Accessing personal E-mail when it is not allowed by a staff member.
- Accessing **non-educational** websites and material during **class time**.

D. Monitoring and Supervision

- Netbooks should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged, e.g. use in a child's bedroom.
- The student is responsible for all use of his/her assigned netbook.
- Use of netbook by other family members is not allowed.
- Students may not allow other students to borrow their netbook.
- The school is able and may monitor computer use, time spent, and websites visited.

E. Internet Access at Home

- Any Internet access at home is solely the decision and responsibility of the student's parent/guardian. The school will not provide Internet access away from school.
- The netbooks are configured to allow access to the Internet at home. Cable Internet, DSL (like Frontier provides) are good options. Wireless Internet connections are ideal. The netbook also has a modem in it which will work for dial-up Internet connections.
- A home Internet connection guide will be available to assist students with accessing the Internet from home.
- The netbook is configured to connect to the school network for Internet access. The student will need to enter his/her user name and password in order to access the Internet at home and elsewhere.

F. If Netbook is Lost, Stolen, or Damaged

- If a netbook is lost, stolen or damaged, please notify the school Principal immediately on the next school day.
- If the netbook is stolen, a police report is required.
- If the netbook is lost or maliciously damaged, the parent/guardian is responsible for the full replacement cost or the full cost of the repair.
- Protection from theft or accidental damage may be purchased for \$35 per year prior to the distribution of the netbook. Under this policy accidental loss and/or damage is covered.

G. Printing at Home

- Students are allowed to print to a home printer after conversion of file to PDF format.

H. Athletics and Field trips

- Netbooks are not allowed in the locker rooms.
- Students are not discouraged from taking the netbook on field trips, but this practice does increase the risk of theft or damage. Students should make certain the netbook is left with a responsible party or in a locked, secure area during events and field trips. **The bus is NOT a locked, secure area.** Students should not leave the netbook on a school bus.