

**White Pigeon  
Jr/Sr High School  
2022-23  
Parent – Student Handbook/ Athletic Handbook**

**TABLE OF CONTENTS**

<b>PART 1: ACADEMIC INFORMATION</b>	<b>3-7</b>
Diploma Requirements	4-5
Phys. Ed Replacement Credit	5-6
Class/Club Officers	6
Graduation Speakers	6
High School Testing Out	6
Dual Enrollment	6
Commencement Exercises	7
Senior Pranks	7
Classification of Grade	7
Declaration of Program	7
<b>PART 2: HONORS INFORMATION</b>	<b>7-8</b>
Honors Recognition	7
National Honor Society	7-8
Scholastic Honors	8
Top Scholars	8
<b>PART 3: ATTENDANCE POLICY &amp; PROCEDURES</b>	<b>8-13</b>
Verification of Absences	10-12
Extended Absence	12
Making up School Work	12
High School Tardy Policy	13
Students Leaving the Building	13
<b>PART 4: GRADE INFORMATION</b>	<b>13-15</b>
Semester Grading Policy	13-14
Grade Appeals	14
Incompletes	14
Examinations	14
HS/MS Final Exams	14
HS Final Exams Exemption	14
Marking Period Grades	14
Report Cards	15
<b>PART 5: TECHNOLOGY POLICY AND PROCEDURES</b>	<b>15</b>
<b>PART 6: CODE OF CONDUCT</b>	<b>16-30</b>
High School/Middle School Discipline Plan	16-18
Additional Conduct Rules	18-19
Extracurricular Activities	19
Dress Code	19-20
Driving/Parking Permits - Parking Privileges	20-21
Search and Seizure of Vehicles/ Search and Seizure	21
Personal Searches	21

Seizure of Illegal Materials	21
Lockers and Locks	21-22
Locker Searches	22
Detention	22
Restorative Practices	23
Suspensions	23-24
Administrative Due Process Guidelines	24
Expulsion Procedure	25
Academic Sharing Program/CTE	25
Articles Better Left at Home	25
Fines.....	26
Dance Regulations	26
Drug Free School Policy	26
Emergency Information/Family Data Info	26-27
Fire Drills	27
Freedom of Speech and Assembly	27
Freedom to Publish	27
Guidance Services	27
Illness	27
Immunization	28
Medication	28-29
Pesticide Application	29
Police Questioning	29
School Closings	29
Bright Arrow Alert System	29
Family Education Rights & Privacy Act	29-30
Tornado Alert	30
Use of Cell Phones or Other Electronic Devices	30
Visitors	30
Work Permits	30
Closed Campus	30
Chief Rewards Program	31
<b>PART 8: SCHOOL POLICIES</b>	<b>31-36</b>
Bullying	31-33
Sexual Harassment	33
Firearms/Dangerous Weapons/Arson/Rape Policy	34
Anti-Hazing Law	34-35
Medical Expenses & Liability	35
Tobacco Free Schools Policy	35
Nondiscrimination Policy	35
Resolving Concerns Procedure	35-36
COVID 19 Policy	38
<b>ATHLETIC HANDBOOK</b>	<b>38-54</b>

## **WELCOME**

2022-23  
Student Handbook

Welcome to White Pigeon Jr/Sr High School!

We hope you find the months ahead productive and educational. We are committed to providing students with the skills to be successful upon pursuing further education or entering the world of work. Your success will be directly proportional to your efforts. Our past graduates who have applied themselves have had limitless opportunities throughout the world.

This handbook will answer most of your questions concerning the operation of our school. Check with your teacher for answers not contained within.

### ***Have a Great Year!***

Todd Reynolds, Jr/Sr High School Principal  
Eric Kistler, Jr/Sr High School Assistant Principal/Athletic Director  
Pam Shenk, Guidance Counselor  
Erica Bright, Jr/Sr High School Guidance Secretary  
Jeanne Harris, Jr/Sr High School Attendance Secretary

## **ACADEMIC INFORMATION**

The mission of White Pigeon Jr/Sr High School is to give students a strong academic background as well as the resources to become life-long learners and contributors to our global society.

## GRADUATION REQUIREMENTS

Students graduating from White Pigeon High School will be granted diplomas on the basis of the successful completion of a required number of units of high school work as prescribed by Board Policy 5460 – Graduation Requirements.

### REQUIREMENTS FOR A WHITE PIGEON HIGH SCHOOL DIPLOMA

Starting with the Class of 2011, students will follow the Michigan Merit Curriculum to receive a state endorsed diploma.

A. Academic Requirements:

Students must complete 21 credits (26 credits are possible), including:

1. Mathematics – 4 credits
  - A. Algebra 1 1 credit
  - B. Geometry 1 credit
  - C. Algebra 2 1 credit
  - D. Math or math-related credit in the final year 1 credit
2. English Language Arts – 4 credits
  - A. English Language Arts 9 1 credit
  - B. English Language Arts 10 1 credit
  - C. English Language Arts 11 1 credit
  - D. English Language Arts 12 1 credit
3. Science – 3 credits
  - A. Biology 1 credit
  - B. Physics or Chemistry or Anatomy 1 credit
  - C. Additional Science credit 1 credit
4. Social Studies – 3 credits
  - A. Civics .5 credit
  - B. Economics .5 credit
  - C. US History and Geography 1 credit
  - D. World History and Geography 1 credit
5. Physical Education \* and Health - 1 credit
6. Visual, Performing, or Applied Arts – 1 credit
7. Online Learning Experience  
Online course or learning experience  
OR  
Online experience is incorporated into each of the required credits
8. Electives – 5 credits (2016 – 3credits)  
**\*White Pigeon requirements**
9. White Pigeon Requirements \*
  - Senior Seminar .5 credit\*

A student must make a portfolio presentation to a panel of educators and local business representatives as a requirement for Senior Seminar.

10. Language other than English – 2 credits  
In grades 9-12; OR an equivalent learning experience in grades K-12  
Effective for students in the Class of 2016

All required courses/credits must be aligned with Course/Credit Content Expectations and Guidelines developed by Michigan Department of Education, may be acquired through Career and Technical Education programs, and integrated courses.

- B. Other Requirements:
1. Students must maintain full and regular attendance for a minimum of eight semesters (grades 9-12).
  2. Students will be enrolled in an approved program.
  3. A maximum of one unit of credit of approved correspondence courses may be accepted, and two units of credit may be accepted from night school.
  4. Individual students must respond in a satisfactory manner to the normal and regular disciplines, policies, and regulations of the school.
- C. Fifth year seniors: Will not attend WPHS unless they have a legal IEP or received administrative approval.

#### **PHYSICAL EDUCATION REPLACEMENT CREDIT**

Section 1502 (2):

A school district may credit a pupil's participation in extracurricular athletics or other extracurricular activities involving physical activity as meeting the physical education requirement for the pupil under subsection (1).

1. Each pupil attending public school in this state who is physically fit and capable of doing so shall take the course in physical education.
  - A) An athlete who satisfactorily completes two (2) sports (seasons) will not be required to successfully complete one year of high school physical education. The amount of credits to graduate will remain at 42 (one sport = one semester).

Satisfactory completion of a sport means the following:

    - 1) Active participation in each practice.
    - 2) Attendance at all practices and games.
2. Compliance with coach's and school's athletic code and rules as found within the athletic handbook.
3. Guidelines of this document are met by
  - a) All of the above
  - b) Athletic Director will notify the counselor of eligible students after each sport season ends.

Sports that White Pigeon students may use are the following J.V. and Varsity sports offered at White Pigeon:

Baseball, Basketball, Cheerleading, Competitive Cheer, Cross Country, Football, Golf, Softball, Track, Volleyball, Wrestling

- c) Marching Band participants who satisfactorily complete marching band requirements will not be required to successfully complete one semester of physical education (2 years of Marching Band = one semester).

Satisfactory completion of marching band means the following:

- 1) Active participation at each practice of marching band during class.
- 2) Attendance at all scheduled practices and participation in all scheduled performances (football games, parades, etc.).
- 3) Attendance at band camp.
- 4) Compliance with band director's and school rules and regulations as found within the band handbook.
- 5) Guidelines of this document are met by
  - a) All of the above
  - b) The Band Director will notify the counselor of his/her intent, and to make sure the proper paperwork is turned in on time.

**CLASS OFFICERS, CLUB OFFICERS**

All class and club officers will demonstrate proper conduct while a student at WPCS. All officers must sign conduct forms, these forms will be kept on file for the school year.

**GRADUATION SPEAKERS**

The top two graduates and class president may speak at graduation. If number one or number two declines to speak, the next top scholar may speak if he/she meets the above guidelines. The administration reserves the right to make final approval of all speakers.

**TESTING OUT OF HIGH SCHOOL CLASSES:**

One of the opportunities available to all 9<sup>th</sup> through 12<sup>th</sup> grade students is called "Testing Out", or Public Act 335, Section 1379B of the school state code.

Basically, this code requires that any 12<sup>th</sup> grade student be offered the opportunity to "test out" of most courses offered by his/her high school. The testing out option does not include government or physical education because they are statutory mandated for all high school students. Drivers' education is also exempt from this policy.

For the purpose of earning credit under this section, any 12<sup>th</sup> grade student may take the final exam in any course except those that are exempted. A grade of no less than a C+ must be attained on the final exam. Students may also be required to demonstrate mastery through basic assessments used in class which may include, but are not limited to, comprehensive exams, portfolios, performance, papers, projects and or presentations.

Credits earned will be based on successful mastery of the required assessment and recorded as **credit**. The grade will not be included in the computation of the grade point average. Credit will be accepted as fulfillment of a requirement in a course sequence. If a student tests out of a higher level course in a curriculum sequence, the student is not eligible to test out of a lower level course in that curricular sequence. The White Pigeon Community School's Board of Education has determined that credits earned through testing out will not be counted toward graduation.

Students interested in this option need to see the guidance counselor to pick up an application.

**DUAL ENROLLMENT:**

Dual enrollment permits eligible 11th and 12th grade students to take classes in both the high school and a college or university simultaneously. The purpose of

this program is to provide a wider variety of options to high school pupils to ensure that all students continue to be challenged. Passing all proficiency tests is a prerequisite for dual enrollment. In order to be eligible for dual enrollment during their junior year students must have passed all proficiency tests during their sophomore year. Interested students must contact the high school guidance counselor for more information.

**COMMENCEMENT EXERCISES:**

All seniors who have fulfilled all graduation requirements are eligible to participate in formal commencement exercise. All eligible graduating seniors must attend commencement practice in order to participate in the commencement ceremony. However, seniors who violate rules and regulations of White Pigeon High School, at any time leading up to graduation, may be denied the privilege of participating in the formal commencement program. Their diploma will be mailed after the official date of graduation.

**SENIOR PRANKS:**

Senior pranks are unacceptable. Possible discipline measures include:

- A) 3-10 days OSS
- B) Loss of commencement privilege
- C) Police Notification

**CLASSIFICATION OF GRADE:**

- 1) In order to be classified as a senior, a student must have earned 16 credits and completed six semesters.
- 2) In order to be classified as a junior, a student must have earned 9.75 credits and completed four semesters.
- 3) In order to be classified as a sophomore, a student must have earned 4.25 credits and completed two semesters.

**DECLARATION OF PROGRAM:**

All students must declare a vocational education or college bound curriculum in their freshman year. Students may change curriculum, but each student must be on a planned course of study. Students must meet eligibility requirements as set forth by our intermediate school district in order to participate in a career technical education (CTE) program.

**HONORS INFORMATION**

**HONORS RECOGNITION:**

All students may qualify for one or more of the following awards given out at the High /Middle School:

- 1) Student of the Month
- 2) Honor Roll
- 3) Academic Excellence

**NATIONAL HONOR SOCIETY:**

**Purpose:** National Honor society has four main purposes: to create an enthusiasm for scholarship, stimulate and desire to render service, promote leadership and develop character.

**Membership:** To be eligible for election to membership in N.H.S., the candidate must have been in attendance for a period equivalent to one semester in this

school. The prospective candidate must be a member of the junior or senior class and have a cumulative grade point average of 3.3 or higher.

**Selection:** To determine academic eligibility, the high school guidance counselor reviews the students' academic records.

- Students who are academically eligible will be listed and informed that for further consideration, each must complete N.H.S. application materials. The materials are not given to individual teachers but will be reviewed by the faculty selection committee. All application materials must be submitted to the N.H.S. advisor by the announcement deadline if the student wishes to receive further consideration.
- Each faculty member will be asked to evaluate the candidates in the areas of scholarship, service, leadership, and character. All evaluations are confidential and will be shared only with the faculty selection committee.
- The faculty selection committee completes the final selection. This committee, whose membership is to be kept confidential, is composed of five faculty members and the N.H.S. advisor, who is an ex-officio member. Those students receiving the majority vote of the committee will be offered membership into the N.H.S.
- Membership is an honor bestowed upon a select group of students by the faculty selection committee on behalf of the entire faculty. The school is not obligated to share information with students and/or parents regarding non-selection of specific students. Furthermore, students who are not selected have no legal right to a hearing but will be given an opportunity to present complaints to the principal and/or advisor.

#### SCHOLASTIC HONORS

##### **HONOR ROLL:**

At the end of each nine weeks marking period, those students (grades 6-12) who earned at least a 3.0 (B) grade point average or higher, will be named to the honor roll. The following conditions must be met:

1. Have no incompletes ("I") or missing grades.
2. High school students must be full time students.
3. Students with a "D", "E", "NC", or "LC" are not eligible for Honor Roll.
4. Nine week Honor Roll status will be determined by G.P.A. of the student's current classes.
5. Semester Honor Roll will be determined by G.P.A. of final semester grades.
6. All High School students who make the Honor Roll **every marking period during the school year** will receive an Academic Excellence Award at the end of the school year.

The Honor Roll will denote those students with a 3.00 - 3.49 G.P.A. with honors, 3.50 - 3.99 G.P.A. with high honors and an asterisk (\*), students with 4.00 G.P.A. with highest honors and two asterisks (\*\*). The Honor Roll will be posted in all classrooms and publicized.

##### **TOP SCHOLARS:**

The term Top Scholars is used to identify those seniors who have a G.P.A. of 3.5 or higher for 7.5 semesters. Top scholars need to be in attendance 90% of their senior year. Administration reserves the right to review all cases.

#### COMPULSORY SCHOOL ATTENDANCE POLICIES AND GRADES



The sections of the Revised School Code that address this issue are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561-380.1599 and the State School Aid Act under MCL 388.1701.

#### **Attendance and Grades**

**In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as 1978 OAG 5414 that states that the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.**

**This information is provided as a service of the Michigan Department of Education and is distributed with the understanding that the Department is not engaged in rendering legal advice. Those individuals desiring or requiring legal advice should seek the services of an attorney.**

**FINAL November 2011**

#### **ATTENDANCE POLICIES AND PROCEDURES**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. In order for students to benefit from the primary goal of the White Pigeon's programs, to have students learn job-specific skills and academics, it is essential that each student maintain regular and punctual daily attendance in all classes. Attendance is necessary and essential for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self-discipline. The purpose of the attendance policy is to help students develop these characteristics and to maintain academic standards for earning credit. **Attendance is the responsibility of the student and parent.**

Regularity of attendance will affect 9-week grades as follows:

1. Students are allotted a **total of 5 absences, unexcused plus excused**, in each class period per marking period.
2. **Students accumulating more than 5 absences in a class during a marking period will lose credit for that class during that marking period.** Students will be required to set-up a contract with the assistant principal or the principal involving choices to regain credit status in the class. If the student does not follow the contract, **the student will lose credit but will remain in class and continue to participate so one is able to pass the next marking period and/or the final exam.** Contract choices will range from serving ½ hour of detention for each hour of class missed that has been an absence to loss of certain privileges such as work permits if one is a minor, loss of participation in school-sponsored field trips, loss of participation at dances or school sponsored events, loss of privileges to participate in a sport, etc. or possible removal from CTE courses.
3. Family Vacations are discouraged while school is in session. However, we recognize from time to time that special

circumstances arise. Furthermore, some students may need to participate in activities or clubs that meet on rare occasions during the school day. In situations such as these, please contact the Principal's office to discuss options that may be available. Over 5 absences per marking period will require make-up time or credit will be lost.

#### **Attendance Regulations**

Regular attendance enables a student to hear and participate in class instruction, lab experiences and exposes students to group interactions with their teacher and fellow students. Such experiences cannot be developed when absent or tardy.

#### **Athletic Attendance Participation Policy**

Athletes absent, excluding pre-arranged absences or emergency illness, on the day of a scheduled game or practice **are ineligible to play in that game or participate in practice**. Students must be present in school all day during the day of an athletic contest or practice in order to be considered eligible to participate in that activity. **A phone call or note from parent(s) prior to the appointment and prior to the day of absence is needed.**

#### **Reporting Absences**

Parents are expected to call the school between 7:30 a.m. and 10:00 a.m. to report the absence and reason. If a telephone call is not possible, the student upon his/her return to school may present a note. The note should document the date of the absence and the reason for the absence. If students are leaving or returning to school from a professional appointment then a note or form on letterhead from the appointment is required.

#### **VERIFICATION OF ABSENCES:**

1. Verification must be done by:
  - A) A parent calling on the day of the absence to the attendance office at 483-2984 or 483-7679 Ext. 51002.
2. 18 year old students (age of majority):
  - A) 18-year-old students living at home must have absences verified by parent/guardian using the procedure outlined above.
  - B) 18 year-old-students not living at home must make special arrangements with the school administration regarding absences. Written correspondence from someone other than the student may be required.
  - C) All 18-year-old students attending White Pigeon Community Schools must follow the rules and regulations set forth by this school district.

Students, 18 and older, not living with a parent or legal guardian and maintaining their own residence, **are required** to give this information to the principal so that he/she may receive information concerning absences and school reports normally sent home, etc.

#### **Definition of Excused Absences**

Excused absences are absences that are verified by a phone call or note from a parent or legal guardian to the High School Office **within 2 school days following the day of the students return to class**. Excused absences may include illness, hospitalization, family emergencies, funerals, and professional appointments, etc. If the absence is not excused within 2 school days it will remain an unexcused absence. A written excuse or phone call for absence from

school may be approved for one (1) or more of the following reasons or conditions:

A. Personal Illness

The principal may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Immediate Family

C. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death of a Relative

E. Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

F. Absence During the School Day for Professional Appointments

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, the following should occur when a student is to be absent for part of the day:

It is the student's responsibility to maintain awareness of his/her absences and credit status. This information is available on Pinnacle at the White Pigeon website. Pre-arranged absences (including religious obligations, family vacations, etc.) are considered excused absences provided the instructor is contacted at least 2 days prior to the absence when possible. Students are responsible to request work from their teachers and submit all requested work upon the first day they return to school.

**Definitions of Unexcused Absences**

An **unexcused** absence is any absence for which the school **has not received a phone call or note from the parent or legal guardian, within 2 school days following the day of the return to class.**

**Loss of Credit for Both Marking Period and earning State Merit Credit**

If a student fails to meet the contract set forth in each marking period that was set in place to regain credit status, the student **can still earn State of MI merit credit if one passes the semester exam for the course.** They will not, however, receive credit in the class from White Pigeon.

**Truancy**

A student shall be considered truant each day or part of the day that she/he is inexcusably absent from his/her assigned location. **An absence is defined as a non-presence in the assigned location any time beyond the tardiness limit (first 15 minutes of class).** Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. Administrative action taken will be as follows:

1. A record of the truancy will be entered in the student's student file.
2. It is the student's responsibility to maintain awareness of truantries during a semester. This information is available on Pinnacle. If a student is a minor, the truant student and his or her parent or

guardian are to be reported to the County Department of Human Services.

**Non-Chargeable Absences:**

- A. Verified hospital confinement and immediate convalescence and/or infectious illness and diseases will not count toward the student's accumulation of five (5) days. Verification must be made via a doctor's note.
- B. A verified absence for attending a funeral will not be counted toward the student's accumulation of five (5) days.
- C. An absence due to a subpoenaed court appearance will not be counted toward the student's accumulation of five (5) days.
- D. Participation in school activities of the school program, provided that arrangement for the absence and the completion of assigned school work have been made in advance and approved by the Principal will not be counted toward the student's accumulation of five (5) days. Pre-arranged college visitations will be limited to two (2) in the senior year only.
- E. In-school and out-of-school suspensions are not considered excused or unexcused absences. Students are responsible for work missed due to suspension and credit may be lost because of the inability to recreate all classroom experiences (i.e. field trips, guest speakers, hands-on labs, etc.).

**Making Up Time to regain credit-status**

Students will need to **make up 1/2 hour for each hour of class missed over 10 days** of absence **regardless of whether the absences are excused or unexcused**. Students may be assigned make up time before or after school per the contract drafted by an administrator. **Students will have until the end of the semester period to make-up the time to receive credit.** Extenuating circumstances will be reviewed by the administration. Students who are absent during the last week of the marking period that extend past 5 absences will have one week following the marking period to make up the loss of credit. Students not completing makeup time by the end of the 1 week period will receive No Credit for their marking period grade in the corresponding class. If makeup time cannot be completed in the 1 week period and extenuating circumstances exist, please contact the Principal's office. All arrangements for makeup time need to be completed before the end of the 1 week window.

**Extended Absence:**

Students must complete an extended absence form if they are planning to miss more than two consecutive days of school. Extended absence forms may be picked up in the office. The form must be signed by all teachers, parent/guardian, and principal. The teacher's signature indicates knowledge of the extended absence. It is the responsibility of the student to make up work that is missed. This form must be turned in to the office a minimum of one day prior to the absence. These absences still count toward the maximum of 5 absences during the marking period unless extenuating circumstances are approved by the administration.

**Make Up Work and Assignments**

Students who are absent (if 4 days or less) should request assignments upon return to class for the period of time they missed. THIS IS THE RESPONSIBILITY OF THE STUDENT. The student will be given 2 days per day of school missed to complete assignments. In cases of extended absences (4 days or more) including suspension absences, assignments must be requested through the principal's office. All work requested and assigned by the teacher must be completed and turned in upon return to school, unless there are extreme extenuating circumstances. Students who are present in a class when a specific assignment or test is made or will be given and then the student is absent on the day the assignment was to be handed in or the test taken, are required to hand in the assignment or take the test on the day of his/her return to school, unless other arrangements are made with the teacher. Students under any suspension absence are expected to request work, complete all work and hand it in upon return to school.

**HIGH SCHOOL TARDY POLICY:**

A student who is not in the assigned location from when the tone sounds for up to 15 minutes after the tone sounds is considered tardy. A student who is tardy three or more times in one week's time will be assigned a 15 minute after school detention.

Tardy reports are processed every Tuesday morning and detentions are served by Thursday of that week. If detention isn't served by Thursday of that week, the student will be suspended on Friday. Each additional week on the tardy report will result in a 15 minute increase in after school detention time up to 12 weeks.

Once a student has reached 5 tardy infractions, a 60 minute detention will be assigned on Tuesday and a 15 minute detention will be assigned for Wednesday.

If a student incurs 9 tardy infractions, a 60 minute detention will be assigned on Tuesday, a 60 minute detention on Wednesday and a 15 minute detention will be assigned on Thursday.

After the twelfth week of detention for being tardy, a 1 day out of school suspension will be assigned.

1<sup>st</sup> infraction – 15 minute detention

2<sup>nd</sup> infraction – 30 minute detention

3<sup>rd</sup> infraction – 45 minute detention

4<sup>th</sup> infraction – 60 minute detention

5<sup>th</sup> – 8<sup>th</sup> infraction – 60 minute detention and a 15/30/45/60 minute detention

9<sup>th</sup> and on infraction – Suspended 1 day

**STUDENTS LEAVING AND ENTERING THE BUILDING:**

**No student is to leave school during the day without prior approval. Parents should either call or send a note with the student for such requests. Students will not be allowed to call home to ask permission to take another student home during the school day.**

The following procedure is to be followed for students leaving for appointments or illnesses:

1. Report to the office at the beginning of the day with a note explaining when the student will be picked and by whom. The student will be given a pass to give to the teacher so they can be released at that time.

2. Sign out in the attendance office before leaving and sign back in when you return to school and provide documentation from the appointment.

**Any student who becomes ill at school must report to the attendance office. All attempts will be made to notify parents if the illness is serious enough to warrant going home. No student is allowed to leave school without securing permission in the office. If a student leaves without following appropriate check-out procedures, this absence will be unexcused.**

**Students entering the school building after the beginning of the school day MUST REPORT to the HS/MS office to sign in.** Students will not be allowed into class without a pass from the office.

**GRADE INFORMATION SEMESTER GRADING POLICY:**

Semester grades will be determined by averaging the two nine week grades plus the semester exam grade and class projects (if required). The grading system used will be included in the minimum course requirements given to the students at the beginning of each semester/school year. The semester marks issued in January and June are your official grades that are placed on your permanent record.

	1 <sup>st</sup> Marking Period	2 <sup>nd</sup> Marking Period	Exam Score		
HS	40%	40%	20%	=	Semester Grade
MS	45%	45%	10%	=	Semester Grade
6 <sup>th</sup> Grade	50%	50%		=	Semester Grade

A student must pass 2 out of 3 of the requirements and meet attendance requirements in order to receive class credit.

**GRADE APPEALS:**

Any student wishing to appeal a semester grade must do so in writing to the principal no later than three weeks after the semester ends.

**INCOMPLETES:**

Students who have an incomplete marked on their report card at the end of the marking period or a semester have two school weeks from the end of the marking period or semester to turn in necessary class work.

If the student does not meet this timeline, the incomplete will become an "E." Any exception must be approved by the principal within two school weeks after each marking period.

**EXAMINATIONS:**

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time is provided for semester exams. Students who have an excused absence the day of the exam will be allowed two weeks to make up the exam. The grade for the exam will be a failure if the exam is not made up.

**HIGH SCHOOL/MIDDLE SCHOOL FINAL EXAMS:**

All students will take their exams at the scheduled times. If students are not here at the scheduled time, they will need to make arrangements to take exams at a later date.

**HIGH SCHOOL FINAL EXAM EXEMPTION:**

Only 2<sup>nd</sup> semester seniors may be allowed to “opt out” of taking a final exam because they have met the teacher’s requirements.

**MARKING PERIOD GRADES:**

The school year will be divided into 4 nine week marking periods. The grading system listed indicates the percentage ranges and the corresponding letter grades that will be marked on report cards.

**GRADE PERCENTAGE SCALE**

A	94-100	4.0	C	73-77	2.0
A-	90-93	4.0	C-	70-72	2.0
B+	88-89	3.0	D+	68-69	1.0
B	83-87	3.0	D	63-67	1.0
B-	80-82	3.0	D-	60-62	1.0
C+	78-79	2.0	E	59 & below	

**REPORT CARDS:**

Report cards will be issued on Friday following the end of each nine-week marking period. Semester grades (which are the only grades recorded on a student’s personal record) are given in each course at the end of each semester.

**Semester report cards will be mailed home approximately one week after the semester ends.**

**TECHNOLOGY POLICY AND PROCEDURES**

The following section clarifies the Technology Policy and Technology Procedures documents adopted by the White Pigeon Community Schools Board of Education. Access to the internet via White Pigeon Community Schools indicates agreement to accept and follow its established policies.

If system users violate any of the district’s ethical and legal guidelines, their access via the school systems may be terminated, and future access may be denied.

Responsible internet users will:

- Refrain from accessing any areas that may be offensive due to pornographic, discriminatory, violent, or otherwise illicit/illegal content,
- Accept responsibility for monitoring information which they access or receive via the internet,
- Accept responsibility for obeying copyright laws, i.e., they will not download games, music, graphics, videos, or text materials that are copyrighted,
- Behave courteously and use appropriate language,
- Report known instances of inappropriate, harassing and/or abusive language used over the system to an administrator, teacher or counselor,
- Refrain from revealing personal information such as address and phone number over the internet,
- Refrain from lending a password or account to others;
- Refrain from wastefully using finite resources;
- Refrain from degrading or disrupting equipment or system performance;
- Respect the data of other users.

White Pigeon Community Schools fully supports the internet as a tool to access information around the world. Its benefits and opportunities far outweigh any disadvantages of access. However, non-educational materials are also available through the internet. Ultimately, it is up to parents and guardians to set and convey standards for their children to follow, and it is the student's responsibility to uphold those standards. Accordingly, the district respects each family's right to decide whether or not to permit their child to access the internet.

The district assumes no responsibility for:

- Content received by an account holder from a source outside the district;
- Costs, liability or damages caused by the way access is utilized;
- Consequences of service interruptions or changes; and
- Privacy of electronic mail.

**Misuse of internet consequences:**

- 1<sup>st</sup> offense: Detention and parent contact
- 2<sup>nd</sup> offense: 1 day OSS and meeting with parent
- 3<sup>rd</sup> offense: Possible ban from computer use

**CODE OF CONDUCT**

The school system has a responsibility to assist each individual pupil to assume increasing responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that children and youth can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline for the following reasons:

1. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including both the curricular and extracurricular activities of the school, motivation to learn, and the understanding and support received from parents, teachers, and other adults.
2. Students, who are subject to disciplinary action, may be referred to the Peer Mediation program in place of, or in conjunction with, teacher or principal disciplinary action.

**HIGH SCHOOL/MIDDLE SCHOOL DISCIPLINE PLAN**

Key: O.S.S. = Out-Of-School Suspension      A.S.D. = After School Detention

<i>VIOLATION</i>	<i>POSSIBLE RANGE of PENALTIES</i>
Excessive showing of affection	-Detention(s) -1-2 days O.S.S.
Hall violation (in halls without assignment book)	-Warning/return to class -After school Detentions
Littering	-Pick up litter -Work with custodian after school -1-2 days O.S.S.
Skipping (truancy or willful absence from class)	-1 Hour of A.S.D. for each hour skipped
Failure to sign in or out when	-Warning



entering or leaving school grounds	-1 hour A.S.D. -1 day O.S.S.
Cheating/Plagiarism (For each class)	-Failure on test or assignment and parent notification -Failure for 9 week marking period -Failure for semester and no credit given for that course
Fraud/Computer Fraud (Falsifying signatures/changing teacher records/misrepresenting oneself)	1-5 days OSS
Use of obscene or profane language in verbal or written form, in pictures or caricatures, or obscene gestures or gang symbols directed at <b>fellow students</b>	First 4 write ups: After school detention Every offense after is 1 day OSS
Use of obscene or profane language in verbal or written form, in pictures or caricatures, or obscene gestures directed at <b>school personnel or guests</b> (including indecent exposure)	-5 days O.S.S. -10 days O.S.S.
Dangerous weapons (defined by 18 USC 921 or public act 328) See Firearm & Dangerous Weapon in Part 8: General Information	- Recommended expulsion (180 days)
Misbehavior or insubordination to a guest teacher	-1-5 days O.S.S.
Major Disruption: Misbehavior in the classroom (behavior and/or conduct and/or incitement to action which results in the disruption of the learning process or endangers the safety of the school, students, and/or school personnel)	-3 days O.S.S. -5 days O.S.S. -10 days O.S.S.
Insubordination (refusal to comply with reasonable request of school authorities) or disrespect to school personnel	-1 days O.S.S. -2 days O.S.S. -5 days O.S.S. -10 days O.S.S. and possible Expulsion
Fighting (fighting will be defined as physical contact in which two parties are acting in such a way as to cause bodily harm. Physical contact is limited to hitting, shoving, pushing, tripping, pinching, spitting, etc)*	-5 days O.S.S. -10 days O.S.S. -Recommended expulsion
<u>*Students involved in fights and/or physical assaults will be removed from the classroom and/or school setting.</u>	
Physical assault & battery (physical assault & battery differs from fighting in that it does not involve at least two active participants) or threaten with a dangerous weapon not covered by public Act 328.	-Police notification -10 days O.S.S. -Recommended expulsion

Possession of property belonging to others(theft).	-Police notification -1 day O.S.S. & restitution -3 days O.S.S. & restitution -5 days O.S.S. & restitution
Willful destruction or defacement of school property as a result of inappropriate behavior (may include hanging on basketball rims & nets climbing gym curtains)	-1-5 days O.S.S. & full payment of labor and replacement cost of Items that need replaced.
Tobacco Possession/Tobacco Use/Vape Use or Possession	-Recommendation expulsion -5 days O.S.S., confiscation and police notification -10 days O.S.S.
Controlled substance/look-alikes (alcohol illegal drugs, counterfeit drugs) possession, use, drug paraphernalia, under the influence	-10 O.S.S, testing/evaluation and treatment if recommended -Police notification -Recommended expulsion
Controlled substance/look-alikes (alcohol illegal drugs, counterfeit drugs) drug paraphernalia, sale or transfer	-Indefinite O.S.S. and recommended expulsion -Police notification
Passing of Counterfeit Money	-10 day suspension and restitution -Police Notification -Recommend expulsion and restitution
Possession of fireworks/other explosive materials or look-alikes	-10 day O.S.S. -Recommended expulsion
Arson	-Recommended expulsion
False fire alarm or bomb threat	-Recommended expulsion
Throwing foreign objects at school employees, students, or guests lawfully permitted by the building administrator. This includes items thrown in the cafeteria whether directed at an individual or not.	-5 days O.S.S. -10 days O.S.S. -Recommended expulsion
The deliberate act of pushing, shoving, striking, or overtly threatening a teacher, school employee, or other lawfully permitted guest while on the school premises or at any school approved function	--Indefinite suspension and recommended expulsion
Threatening behavior, intimidation harassment, racial or ethnic slurs or inciting a fight	-1 day O.S.S. -3 days O.S.S. -5 days O.S.S.
Bullying	See Bullying Policy Pg. 30-33
Sexual harassment	-Pending the outcome of the hazing investigation, discipline may include any or all of the following: ~ Warning/Detention(s), Parent conference, Police involvement, O.S.S. Expulsion

Continual problems between students or group of students	-Parent notification -Students will be sent home until the students & parents resolve issue (indefinite suspension) -Recommended expulsion
Driving Violation – Includes, but is not limited to: speeding, incorrect parking, careless driving, leaving school without permission, etc.	-Driving privileges suspended for 3 days -Driving privileges suspended for 5 days -Driving privileges suspended for 7 days -Driving privileges suspended for the semester/year
Filing a false police report in regards to issues that occur within school	-5 days O.S.S -10 days O.S.S with recommended expulsion

Beverages labeled as “non-alcoholic” (including but not limited to Sharp’s, O’Doul’s,) may contain alcohol. The possession or consumption of malt beverages, regardless of their alcoholic content, on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

**ADDITIONAL CONDUCT RULES FOR ALL STUDENTS**

1. Glass containers, Styrofoam cups or McDonald’s cups are not allowed.
2. Book bags are to be left in lockers.
3. No laser lights or laser pens in the building.
4. No yo-yo’s.
5. Skateboards, roller blades, roller skates and shoes with wheels are not allowed on school property except at the inline hockey rink.
6. A student convicted of a felony offense that endangers the well being of the school community may be recommended for expulsion.

**EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES:**

White Pigeon High/Middle School provides various class, club, and organizations that we encourage our students to participate in. Co-Curricular activities extend the curriculum that is taught during school hours, contain grade or credit requirements, and take place outside regular school hours (such as Band).

Extracurricular activities involve the school but do not pertain to a class and no grade is involved (such as Youth In Government). Participation in all extracurricular activities is voluntary and participation may be denied pending violations of the student code of conduct and/or violations of the law such as an arrest. Also, students who are involved in co-curricular as well as extracurricular activities are always under the student code of conduct.

**AFTER SCHOOL HOURS, ALL STUDENTS NOT PARTICIPATING IN A SPORT OR ACTIVITY ARE REQUIRED TO LEAVE THE BUILDING.**

**DRESS CODE:**

We take pride in the appearance of our students. Student dress reflects the quality of the school, of student conduct, and of student work. We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Standards of dress that clearly deal

with the health and safety of students will be upheld. *Acceptable forms of student dress are neat, clean, and not considered disruptive to the learning environment.*

Rules for dress and grooming will be in effect at all school-sponsored functions unless otherwise approved by the administration. Students in violation of the dress code will be provided other clothing.

**Additionally, from time to time, it may become necessary to restrict various clothing that is inappropriate, distracting, or disruptive for the normal and quality functioning of the school.**

**Consequences:** opportunity to self-correct (change inappropriate article of clothing), call parent for new clothes, school provided clothes, held in designated room or office, detention, suspension.

Within this framework, the following specific guidelines for student dress have been developed:

**Coats/Jackets:** Coats, jackets, and other outerwear may not be worn in the classroom without the teacher's permission.

**Footwear:** Appropriate footwear must be worn at all times. Slippers and wheeled shoes are not allowed.

**Gang Related/Double Meanings/Alcohol/Drugs/Tobacco:** The following clothing is not to be worn: that which is disruptive including clothing displaying writing or objects which promotes violence; denotes membership in a gang; bears racially or sexually offensive messages; has a double meaning, innuendo, or other reference to disruptive ideas; is vulgar; advertises, promotes or glorifies alcohol, tobacco, drugs, or other illegal substances or their use, or weapons. This includes drawings of marijuana leaves.

**Hats/Hoods/Sunglasses – includes both genders:** Hats, caps, bandanas, sweatbands, hoods (on pullover or zippered sweatshirts), all head coverings, and sunglasses (this includes wearing them on the top of the head) may not be worn inside the building unless approved by administration for school dress up day.

**Pants:** Pants should be worn at the waist. No sagging. Pants that are low enough to expose skin, underwear, or gym shorts are not allowed.

**Shorts/Skirts/Dresses:** Shorts/skirts/dresses must be at least fingertip length when standing straight and arms are down at one's side.

**Sleepwear:** Slippers and pajama pants are not appropriate for school and therefore are not be worn unless approved by administration for school dress up day.

**Spandex:** If spandex is worn, it must be under clothing that meets already stated dress code.

**Torn Clothing:** Pants, including jeans, with holes or tears located in spots that would be considered inappropriate are not allowed. Wearing clothing underneath the rips, tears, or holes is not acceptable.

**Upper Garments:**

1. Tops should be as high as a straight line from the top of one armpit to the top of the other armpit.
2. Tops should not expose the stomach or back. This includes crop tops.
3. Strapless tops, halter tops, or tops with spaghetti straps must be worn over a legal shirt.
4. Straps on any top must be as wide as the first 3 fingers.
5. Muscle shirts or other sleeveless shirts that are cut deep down the side are not acceptable.

### **DRIVING/PARKING PERMITS:**

Students driving to school must get an application and parking permit for permission to drive their automobile, motorbike or motorcycle. Forms and permits can be picked up in the office. Students who will be driving to school will use the High School student parking lot. Driving is a “privilege” and is accompanied by certain important responsibilities. Primary concern is the safety and well being of other students who are similarly traveling to and from school. As a result, the school insists that all vehicles be driven cautiously on or in the general vicinity of school property.

**School authorities have the authority to regulate parking, driving, and the use of vehicles in these areas, including the authority to restrict use and/or to punish for violations.**

\*NOTE - Students may be ticketed by the police department for parking and driving violations.

- Driving privileges may be lost for any improper use of a student’s vehicle.
    - First Violation: Temporary loss of driving privileges (2 weeks)
    - Second Violation: Extended loss of driving privileges (4 weeks to end of semester)
  - Careless driving within one-half mile of the high school will result in:
    - First Violation: Driving privileges will be suspended for one week.
    - Second Violation: Driving privileges will be suspended for the semester/year.
- If student has lost driving/parking privileges and continues to drive/park in high school parking lot, vehicle will be towed away at student’s expense.

### **PARKING PRIVILEGES:**

Upon entering the parking area, the vehicle is to be parked immediately and under no circumstances, are students to be in any vehicle or in the parking area, including during lunch time, except with permission from the office.

**Students who are in the parking lot without permission will be considered skipping class.** (See “skipping” violation for range of penalties).

Students driving in the school parking lot must observe the following regulations:

1. Students must observe reasonable safe driving regulations.
2. Students are to park their cars correctly (in one space) & lock doors
3. Parking permits must be placed in plain view on front windshield with registration number clearly visible from the outside.

### **SEARCH AND SEIZURE OF VEHICLES:**

A vehicle parked on school grounds may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. A student’s failure to permit searches and seizures will be considered grounds for disciplinary action.

### **SEARCH AND SEIZURE:**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student desks, or student automobiles under the circumstances

outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules.

A student’s failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action.

#### **PERSONAL SEARCHES:**

A student’s person and/or personal effects including pockets, purses, book bags, etc. may be searched whenever a school authority has a reasonable suspicion that the search of the student will reveal a violation of school rules or evidence of unlawful action. Such searches will be reasonably related to the circumstances giving rise to the search and will take into account the student’s age, sex, and the nature of the offense.

If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

#### **SEIZURE OF ILLEGAL MATERIALS:**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

#### **LOCKERS AND LOCKS:**

At the beginning of the school year, each student will be issued a locker. Students should not let others know their combination and should always be certain their lockers are closed and locked. Periodic locker inspections will be announced and made. By accepting a locker, the student agrees that the locker may be inspected by the principal/designee at any time. It is expected that a student will:

1. Not write or mark on the exterior or interior of the locker.
2. Be responsible for cleaning and/or removing any marks or writing that appears on or in the locker
3. Not place stickers or use any adhesive tape or glue to attach items to the interior or exterior of the locker
4. Will pay for damages to his/her locker.
5. Students may only use lockers that are “officially” assigned to them.
6. Problems with locker or lock should be reported to the High School Office.
7. ***DO NOT KEEP VALUABLES, MONEY, OR EXPENSIVE ITEMS IN YOUR LOCKER.*** Items stored in lockers are the responsibility of the student. Lockers are for books and garments only.
8. Combinations are issued only to persons assigned to a specific locker.

#### **LOCKER SEARCHES:**

**Student lockers are school property and remain at all times under the control of the school. Periodic general inspections of lockers may be conducted by the school authorities for any reason at any time without notice, without student consent, and without a search warrant.**

#### **DETENTION**

**Students assigned detention periods are responsible for notifying parents regarding transportation arrangements.** Students will be given a one day notice regarding detention. Detention assignments shall take precedence over any other school extracurricular event or practice. Students who work will be responsible for making arrangements with their employer and will be required to be present for the detention period on the assigned day and time.

Detention periods are intended to be punitive in nature, not recreational. For this reason, it is necessary for the following rules to be adhered to very strictly by students who have been assigned to a detention period:

1. Talking or any other form of communication is not allowed during detention.
2. If a student talks or disrupts in any manner during detention, he/she will be assigned extra detention.
3. Students must do academic work or read a book. If you do not bring work to detention, you will be assigned extra detention.
4. If a student does not serve an assigned detention, he/she will be given double detention. If a student does not serve two consecutive detentions, he/she will be suspended. Continuous failure to serve assigned detentions will result in suspension or recommended expulsion. Being late more than five minutes is the same as not serving detention.
5. If you are late for detention for any reason, you will be assigned extra detention.
6. There is no eating or drinking allowed during detention.

#### **RESTORATIVE PRACTICES**

Under MCL 380.1310d outlines that school districts must consider the following seven factors before suspending or expelling a student beginning with the 2017-2018 school year.

1. Student age
2. Disciplinary history
3. Disability
4. Seriousness of the behavior
5. Whether the behavior posed a safety risk
6. Restorative practices
7. Whether a lesser intervention would address the behavior

#### **SUSPENSIONS:**

Basis for suspension - Behavior which may be defined as:

1. Gross misbehavior - Some action or behavior which is disruptive to the school and for which a single action can cause suspension.
2. Persistent misbehavior - Continuous misconduct of minor rule infractions with either little or no improvement in behavior which has caused the problem.
3. Safety to others - A condition which can be considered a danger to the student or fellow students.
4. Students who are serving out-of-school suspensions are not allowed to attend after school activities.

Length of suspension - will be one to ten days.

**Procedure for Appeals:**

As a part of a student's due process, an informal hearing with the Dean of Students will be held to notify the student of the charges. The student charged will have the opportunity to respond to the charges and may present witnesses.

When a student/parent/guardian chooses to appeal an administrative decision, the following procedure will be followed:

If the student/parent/guardian wishes to appeal a decision, they must present to the Dean of Students a request for appeal form stating the basis for their appeal. This must be done within 48 business hours of the Dean of Students initial decision. If the student/parent/guardian wishes to appeal the Dean of Students decision, they must present to the Principal, in writing, the basis for their appeal. This must be done within 48 business hours of the Dean of Students decision.

#### Administrative Decision Following Appeal:

Indefinite suspension (until the next school board meeting) - The Superintendent suspends the student upon recommendation of the Dean of Students.

Due process requirements: Specific notice of charge against student must be given. A student has the right to question members of the professional staff. A student has the right to present witnesses or evidence in his/her behalf. An impartial person must be present to hear the case (someone from the staff not directly involved or affected by the action causing the hearing). A student has the right to have a parent as counsel at the hearing. Unfavorable action may be appealed to the school board.

During the time of suspension, the student will not participate in any extracurricular activity, board any school bus, or be present on school property unless with permission of the principal or designee.

***Any student who accumulates twenty (20) days of suspension may be recommended to the Board of Education of White Pigeon Community Schools for the purpose of expulsion. The following steps will be taken in conjunction with suspensions and recommendations for expulsion:***

1. Any suspension of five or more days will require a conference with parents, teachers, the principal, and a counselor before the student may return to class.
2. When a student reaches ten (10) days of suspension, a conference will be required before the student returns to class.
3. At fifteen (15) days, the student and parents must agree to get counseling for the student or the student will be placed on a behavioral contract and recommended for expulsion following his/her next suspendable offense.
4. At eighteen (18) days, the student will be placed on a behavioral contract.

#### **ADMINISTRATIVE DUE PROCESS GUIDELINES:**

With a student, the administrator must:

1. Fully inform the student of the charges brought against him/her.
2. Allow the student to tell his/her side of the story.
3. Fully inform the student of the rationale and evidence for the action against him/her.
4. Fully inform the student of the conditions and time of the suspension.
5. Inform the student that he/she has a right to make up homework and tests missed during the suspension and have these evaluated. It is the student's



responsibility to obtain homework while on an Out-Of-School suspension.  
Work must be turned into the teacher the day the student returns to school to be eligible to receive credit.

With the parents, the administration must:

1. Immediately and personally attempt to notify the parents by phone or by personal contact.
2. Place in the student's cumulative file written notification of the contract. Include date, time, which parent was contacted and the general nature of the contact.
3. Follow the in-person contact or phone contact with the parent (within 24 hours) with a written communication to the parent stating:
  - A) The charges brought against the student
  - B) The reasons and conditions of the suspensionThis written communication must be placed in the student's cumulative file.
4. If no phone/personal contact is possible, send written notification through the mail.
5. Notify the Dean of Students and the Superintendent, immediately; this may be done by sending a copy of the disciplinary report to the Dean of Students who may initial and then forward it to the Superintendent.
6. Each written notification of suspension to parents includes information for parents regarding the appeal process.

**EXPULSION PROCEDURE:**

1. Written notice of charges against a student shall be supplied to the student and his/her parents/guardians. Included within this notice shall be a statement of the time and place for the hearing. Such time shall be reasonable for all parties involved.
2. Parent/Guardian shall be present at the hearing.
3. The student, parent/guardian may be represented by legal counsel.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question a witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time, 24 hours if possible, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
9. The findings of the hearing authority shall be put in writing and sent to the student and his/her parent/guardian.
10. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

**ACADEMIC SHARING PROGRAM/CAREER TECHNICAL EDUCATION:**

White Pigeon Community Schools and Constantine Public Schools have entered into an academic sharing program.

White Pigeon Community Schools also offers Career Technical Education (CTE) programs through the St. Joseph County shared learning plan. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators.

Students must meet eligibility requirements and be in good standing at WPHS in order to participate in a CTE program.

#### **ARTICLES BETTER LEFT AT HOME:**

**Students should not bring any valuable articles including large sums of money to school.** The best policy is to keep these items at home and avoid theft or breakage.

Money brought to school for payment of fees, lunches, etc. can be made by check. Most items can be paid by making checks out to White Pigeon Community Schools. If it is necessary to bring money to school, be sure you keep it on your person until it can be used.

**White Pigeon Community Schools assumes no responsibility for any item which is lost or stolen while at school.** All items which are lost or stolen should be reported to the office. We will do everything in our power to recover such items, but we are not responsible for these items.

#### **FINES:**

Students will be sent a statement of fines for lost or damaged school property at the end of the school year. These fines should be paid by the beginning of the next school year. Excessive fines may be due immediately ( Calculator, lost or destroyed books, etc.). Report cards may be held and Seniors will not receive their diploma until all fines are paid in full.

#### **DANCE REGULATIONS:**

Faculty sponsors and parent chaperones have total jurisdiction over all students and circumstances at dances. This includes enforcement of rules as well as maintaining acceptable standards at the dance.

1. Students who are in good standing in school and their guests may attend dances. Only one guest per student is allowed.
  - A. Age limit of 20 years old or younger allowed to attend.
  - B. Persons that left school on bad terms are not allowed to attend.
2. Seventh and Eighth grade students **will not** be allowed to attend High School dances. This includes Prom and Winterfest.
3. Ninth through Twelfth grade students will not be allowed to attend Middle School dances and activity nights.
4. Students may not attend any Student Council function after school if you:
  - ~ had a OSS
  - ~ had an unexcused absence the week prior to the event
  - ~ had ISS the week prior to the event
  - ~ are absent from school the day of the event(exceptions: SR, family emergency, etc.).

5. Students who attend dances may not leave the dance and return. Sponsors are not to allow a student to return even though he/she is willing to pay another admission fee.
6. All school rules are in effect at school dances. The student in violation will be subject to the same discipline as he/she would be if the violation occurred during the school day.
7. Scheduled dances are “Homecoming” in the fall, and the “Junior-Senior Prom” in the spring. If other dances are held, they must be arranged a minimum of two weeks prior to the date set by the faculty sponsor and the principal.
8. Hard soled-shoes will not be allowed on the gym floor.

**DRUG FREE SCHOOL POLICY:**

Being under the influence of, in possession of, or using any controlled substance such as alcohol and illegal or counterfeit drugs are prohibited on or near school grounds or as a part of any school activity.

**EMERGENCY INFORMATION/FAMILY DATA FORMS:**

**In case of emergency, it is very important that we know “who” and “where” to call.** In order to update our files, all students are required to have an emergency family data form on file in the High/Middle School office. Forms will be sent home at the beginning of each year or can be obtained in the office, and must be completed, signed by the parent/guardian, and returned to the office.

***Please notify the office anytime you change phone numbers.***

**If your address changes, a *Change of Address* form and proof of current residency must be turned into the office. Please do not call or email to change your address.**

**FIRE DRILLS:**

Students must follow the directions posted in each classroom and move quickly out of the building and away from danger. Teachers will take the grade books and follow their classes out and are responsible for their classes during the drill.

Students must not return to the building until the all-clear bell is rung, even though the buzzer may be turned off.

**FREEDOM OF SPEECH AND ASSEMBLY:**

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the Principal.

Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

**FREEDOM TO PUBLISH:**

Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.

Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.

Libel and obscenities are prohibited in all publications.

Unauthorized commercial solicitation **will not** be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by the students of the school district. These may be sold at times and places designated by the school authorities.

The distribution by students, in the school building or on school grounds, of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

**GUIDANCE SERVICES**

The counseling offices are open to all students and their families. Students are encouraged to meet with the counselors and become acquainted with them. We hope they will feel free to talk to the counselor about their school work, activities, or any problems they may need help with. Parents/guardians should feel free to contact the counseling office if they need help or information concerning their student's school work, behavior, or post-school plans.

**ILLNESS:**

The Michigan Public Health Code permits school officials to exclude from school those students with a communicable disease which is known to be spread by any form of casual contact and is considered a health risk to the school population.

**IMMUNIZATION:**

Diseases that can be prevented by immunization are an unnecessary hazard to the health of children in the classroom, to their family, and others in the community. Parents must provide shot records for "all" new students. The state requires the following immunizations:

4 Diphtheria/Pertussis/Tetanus (DPT)	3 Polio
2 Measles/Mumps/Rubella (MMR)	3 Series Hep B (Hepatitis)

All new kindergartener's, all 6<sup>th</sup> graders, all children changing school districts are now required to have:

2 Varicella or history of disease

All students 11-18 years of age are required to have:

1 Meningococcal

1 Tdap

We encourage all parents to have their children immunized. If immunization is against your beliefs, you may sign an exemption waiver form. Forms may be obtained from the office.

**MEDICATION:**

Consideration to the following items is given with regard to administration of medication by the school:

1. Necessity - No medication shall be administered unless it shall appear that the administration of such medication during school hours is necessary for the health and well-being of the student.

2. Authorization - Medication may be administered only on the written authorization of a student's parents or guardian. The authorization shall include a written statement from the prescribing doctor stating the student's name, date of prescription, name of medication, dosage and frequency taken (including the date or time when medication shall be terminated) together with any special instructions.
3. Preparation of Medication - All medications shall be in a suitable container and shall bear the name of the medication, instructions for the administration of the medication, and the name and telephone number of the pharmacy. The preparation of the medication shall not require any special skills.
4. Administration - When the student and the medication have been properly identified, it shall be administered in the presence of another adult by a school administrator, teacher, or other employee designated by the administrator.
5. Security - All medication shall be kept under such security as the Superintendent shall determine necessary.
6. Medication Supply - It shall be the responsibility of the person authorizing the medication to provide the school with such medication as shall be required from time to time without the prior request of the school. Unless the authorization and the prescription shall otherwise expressly provide, the administration of medication shall cease at the end of thirty (30) calendar days.

**Administration of Medications:** Administration by student or others - medication may be administered to or by a student while under the jurisdiction of the school in accordance with the following guidelines, namely:

- Self Administration - A student shall not administer any prescription drug to him/herself, except on the written authorization of the student's parents or guardian and the written authorization of the Superintendent.
- Administration to other students - A student shall not administer any prescription drug to any other student except on the written authorization of the parents or legal guardian of both students and the written authorization of the Superintendent.

**Records:** The record of any medication administered by the school shall be placed in the student's school record together with a copy of the prescribing doctor's instructions.

**Definitions:** The term "medication" as used herein shall refer to a substance recognized as a drug as defined in section 105 of the Public Health Code, as amended, and for the purpose of this policy shall be defined further to include acetylsalicylic acid, commonly known as aspirin.

**PESTICIDE APPLICATION:**

Public Act 131 of 1993 amended the Pesticide Control Act to require school administrators to notify parents and guardians of children attending that school of their right to be informed prior to application of pesticides at that school. MCL 286.563d

**POLICE QUESTIONING:**

If it is necessary for a student to be questioned by the police during school hours, it must be in the presence of the school Superintendent, building Principal, or his/her designee.

A reasonable attempt will be made to contact parents/guardians in such an event.

**SCHOOL CLOSING:**

If it is necessary for school to be closed due to weather, power failure, or other situations please listen to WKZO (590), WLKM (1510), WMSH (1230), WLKM-FM (96), or WNDU-FM (U-93), your local TV station, or sign up with Honeywell for instant message service.

**BRIGHT ARROW ALERT SYSTEM:**

Bright Arrow is an instant alert program that notifies families of school closings and emergencies and other important school notifications. If you have problems, please contact the High/Middle School at 483-7679 x51274. The phone numbers and emails are automatically updated from our Student Information System.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

According to the Family Education rights and Privacy Act (FERPA); the board of education of a school district may designate certain items of students' record as directory information. This directory information may be released without securing prior written consent of the parent or 18-year-old student unless the parent/student objects in writing.

The following information has been designated in accordance with the FERPA Laws, as directory information by the White Pigeon Community Schools Board of Education.

**Name, address and phone number**

**Social Security number**

**Date and place of birth**

**Major field of study**

**Participation in school activities**

**Date of school attendance**

**Honors and awards**

**Other similar information e.g. height and weight of athletes, honor roll, members, information generally found in yearbooks.**

**If you object to having your student's directory information available for release please give written notice to the high school office.**

**TORNADO ALERT:**

When tornado alert conditions are evident, students will either be sent home or kept at school, depending on the time and situation. The main factor in determining this action will be whether the students would make it home in time. Also, the fact that many parents are not at home is taken into consideration. In case of civil disaster, parents should not call the school but should turn on the radio for information.

**USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES:**

Cell phones, pagers, CD players and any other electronic communication device along with headphones may be used before 7:50 a.m., during their assigned lunch period, and after 3:00 p.m..

Unless the teacher/administrator approves the device for educational activities in the classroom, students must keep these items turned off and out of sight at all times or kept in the phone caddy's provided in each classroom grades 6-9. Also, teachers have been instructed that no cell phones in classes can be a requirement of grades 10-12 and a caddy to hold cell phones can be given to a teacher. All staff have been directed to confiscate any of the above.

1<sup>st</sup> Offense: Student will be allowed to claim item at end of the school day in the High School office.

2<sup>nd</sup> Offense: Parent only allowed to claim item. Student notifies the parent about this. Student will also be assigned an after school detention.

3<sup>rd</sup> or more: Will result in up to a five day OSS.

#### **VISITORS:**

In order to maintain the appropriate classroom atmosphere, visitors (students) are "not allowed" in the classroom. Parents/guardians are encouraged to visit the classroom if they wish; arrangements can be made by contacting the school office. Visitors to the building must report to the Principal's office first and obtain a visitor's permit.

#### **WORK PERMITS:**

Minors **may not** be employed by anyone other than his/her parents without obtaining a work permit. Applications for work permits may be obtained in the High School Principal's office.

#### **CLOSED CAMPUS:**

School phones will be used only for parental contact for illnesses or emergency situations. Students will not be permitted to leave the school campus for assignments, books, or any other items. White Pigeon High School/Middle School students may not leave the building at lunch. Only parents will be allowed to bring lunch to their own children. Parents calling in to excuse their child to go off campus is impermissible.

#### **CHIEF REWARDS PROGRAM**

Seniors who qualify through the Chief Rewards Program will be allowed to leave campus for lunch on Thursday. Students who participate in this program must have parental permission forms on file.

### **SCHOOL POLICIES**

#### **BULLYING:**

School Code Act 451 of 1976, 380.1310b, is legislation that requires the District to adopt policy to provide a safe and nurturing educational environment for all of its students. This Act shall also be known as "The Matt Epling Safe School Law".

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing,

gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

#### **Procedure**

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

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

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



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

#### **Definitions**

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

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

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

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

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

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

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

D. Cyberbullying – any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly

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

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

#### **SEXUAL HARASSMENT:**

Sexual Harassment of students by other students or by employees, volunteers, or contractors of the school district is unlawful under both Michigan and Federal law. White Pigeon Community Schools and White Pigeon High School/Middle School interpret and implement a firm, fair and consistent sexual harassment procedure governing all students and staff members.

To obtain further clarification or additional information on the Sexual Harassment Policy please contact:

High School Counselor  
410 E. Prairie Ave.  
White Pigeon, MI 49099

Furthermore a copy of the High/Middle School's Sexual Harassment Policy can be obtained from:

High School/Middle School Principal or Dean of Students  
410 E. Prairie Ave.  
White Pigeon, MI 49099

#### **FIREARMS/DANGEROUS WEAPONS/ARSON/RAPE POLICY**

##### **Federal Law: Gun-Free Schools Act**

The Gun-Free Schools Act of 1994 (20 USC 3351), as amended by PL 103-382, now requires states receiving funds under the Elementary and Secondary Education Act to enact a state law requiring school districts to expel any student who brings a weapon to school. Specific details of the Federal law, which became effective October 20, 1994, are described below.

**Firearm:** The Gun-Free Schools Act used the term "weapon" but limits its application to a "firearm" defined by 18 USC 921. Under that definition, a "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive; or any destructive device which includes any explosive, incendiary, or poison gas (i) Bomb, (ii) Grenade, (iii) Rocket having a propellant charge of more than four ounces, (iv) Missile having an explosive or incendiary charge of more than one-quarter ounce, or (v) Mine. Maise and pepper gas are also included.

**Duration of Expulsion:** According to the Federal law, State law must require at least a one-year expulsion of a student who brings a firearm to school. It is not

clear whether Congress intended the minimum time frame to be a school year of 180 days or a calendar year of 365 days. In addition, State law must include a provision permitting the Superintendent of a school district to modify the expulsion requirement on a case-by-case basis. Subject to State and Federal revision.

**Michigan Law: Public Act 328**

The Michigan legislature has enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (MCL 380.1311) to require the expulsion of students who possess a dangerous weapon in a weapon free school zone or who commit arson or rape in a school building or on school grounds.

***Dangerous Weapon:*** For purposes of Public Act 328, a “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. MCL 380.1313. A “Weapon Free School Zone” is school property, which includes a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school (but does not include a building used primarily for adult education or college extension courses) or a vehicle used by a school to transport students to and from school property. MCL 750.237A.

White Pigeon High / Middle School complies with all statutes of Public Act 328 as amended by MCL 380.1311.

Public Act 103: Teacher Single day suspension, Public Act 104: Adult Physical and Verbal Assaults, and Public Act 102: Student Physical and Verbal Assaults, will be strictly enforced in accordance with school code and laws. For copies of these Public Acts, please see the principal.

**ANTI-HAZING LAW**

Public Act 111 of 2004 (SB 783), to be known as “Garrett’s Law,” amends the Michigan Penal Code to prohibit hazing at an educational institution and to prescribe criminal penalties for hazing which results in injury or death. In addition, Public Act 112 of 2004 (Sb784) amends the Code of Criminal Procedure to provide sentencing guidelines for hazing crimes resulting in serious impairment or death.

Public Act 111: prohibits a person who attends, is employed by or is a volunteer of an educational institution from engaging or participating in the hazing of an individual. “Hazing” is defined as:

An intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliated with, participating in, holding office in, or maintaining membership in any organization.

**MEDICAL EXPENSES AND LIABILITY**

Medical expenses resulting from emergency care and subsequent treatment and rehabilitation for injuries sustained on school property are the responsibility of the parent or guardian.

**TOBACCO FREE SCHOOLS POLICY**

It is the desire of the Board of Education to provide a healthy environment for all students attending White Pigeon Community School. In order for this goal to be attained the board henceforth prohibits all individuals from using tobacco (in any form) in any school building, on school grounds, or in any school vehicle.

**NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the White Pigeon School district that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

High/Middle School Principal  
410 Prairie Ave  
White Pigeon, MI 49099

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dean of Students  
410 Prairie Ave.  
White Pigeon, MI 49099

**PROCEDURE FOR RESOLVING CONCERNS**

Communications of personnel concern made to building administrator or program supervisor will be directed as follows:

If an individual expresses a concern to a building administrator or program supervisor, the individual will be asked to complete a Statement of Concern.

The administrator or program supervisor will inform the individual with a concern to first discuss the concern with the appropriate school personnel. The administrator or program supervisor will explain how to make this contact.

The administrator or program supervisor will notify school personnel of the complaint.

The individual with the concern and school personnel meet together to resolve concern.

If problem cannot be resolved, then the administrator or program supervisor will meet with the individual expressing the concern and the school personnel.

\*\*\* \*\*

Communications of personnel concerns/complaints made to the Superintendent's level will be directed as described below:

The parent or community member with a personnel concern will be asked by the Superintendent if he/she has shared concern with the staff member involved...

**....If not**

1. The parent or community member will be requested by the Superintendent to share concern(s) with the staff member the concern involves. The Superintendent will ask the parent or community member to keep the Superintendent informed as to how concern has been resolved.

2. The Superintendent will communicate concern to the staff member's immediate supervisor. The Superintendent will ask the immediate supervisor to keep the Superintendent informed as to how concern has been resolved.

**....If they have shared the concern with the staff member**

1. The parent or community member will be asked by the Superintendent to share the concern with staff member's immediate supervisor. The Superintendent will ask the parent or community member to keep the Superintendent informed as to how concern has been resolved.
2. The Superintendent will communicate the concern to the immediate supervisor. The Superintendent will ask the immediate supervisor to keep the Superintendent informed as to how concern has been resolved.

**....If the parent or community member has expressed concerns to immediate supervisor**

- \*1. The Superintendent will request that the immediate supervisor, staff member, and parent or community member conference with the Superintendent.

**....If the concern is not resolved at Superintendent's level**

- \*1. The parent or community member will be provided with the opportunity to conference with the Board of Education's personnel committee, with the staff member, immediate supervisor, and Superintendent present.
- \*2. The personnel committee will in turn inform the entire Board of Education.

**....If the concern is not resolved at the Board's personnel committee level**

1. The parent or community member will be provided with the opportunity to conference with the entire Board of Education in closed session with the staff member, immediate supervisor, and Superintendent present.

\*So that educator's legal rights of due process will prevail, educators will be extended the right to meet individually with parents or community members whenever there are concerns. (Mr. Harlow Clagget, Attorney with Michigan School Boards Association, on March 1, 1996)

\*The tape recording of the aforementioned meetings (other than what is specified in the Open Meetings Act) is prohibited by law. The only exception is when all parties mutually agree to tape record a meeting. (Mr. Don Bonato, Attorney with Thrun, Maatsch, and Nordberg, on March 1, 1996)

\*All conferences will be scheduled at times that are available for individuals to participate.

\*Statement of Concern forms may be picked up at the high school office.

**Covid 19 and Related Activities**

- 1) If you are having any questionable symptoms including fever, loss of taste or smell, shortness of breath, muscle or body aches, headache, sore throat, nausea or vomiting, and/or diarrhea, please do not get on a bus or come to school.

- 2) It is recommended that if you are having multiple symptoms, that you see a doctor and even try to get a COVID 19 test.
- 3) If you test positive for COVID 19, you must self quarantine for 14 days and communicate with school so homework can be set up for you.
- 4) People who have been around someone with a positive test for COVID 19 for 15 minutes straight and closer than 6 feet within those 15 minutes, must practice self-quarantine as well.
- 5) If you begin to feel ill during the day at school, you should report immediately to the office and they will move you to the quarantine room designated in your school and home will be notified for you to get picked up. Your temperature will also be taken and it will be suggested that you sit/lay on a clean/sanitized cot until your parents/guardians arrive. You will not be allowed to go home on the bus.
- 6) Per the Michigan Return to School Roadmap, during Phase 4, face coverings are required at all times while in school and during Phase 5, face coverings are strongly recommended while in common areas. We will be adhering to these recommendations. Should a student choose not to wear a mask, the following discipline will occur:
  - 1st Offense - Sent home for one day suspension
  - 2nd Offense - Sent home for three day suspension
  - 3rd Offense - Sent home for five day suspension
  - 4th Offense - Recommend that you be suspended indefinitely and place online school at the start of the next semester.

WHITE PIGEON COMMUNITY SCHOOLS  
JUNIOR / SENIOR HIGH SCHOOL  
ATHLETIC HANDBOOK  
2019-2020

ERIC KISTLER, ATHLETIC DIRECTOR

**PHILOSOPHY OF THE HIGH SCHOOL ATHLETIC PROGRAM**

The athletic program shall be directed so that the welfare of all students will be the primary concern.

Fundamental emphasis shall be placed on the philosophy that athletic activities are an extension of the educational program and are justifiable only to the extent that they are desirable learning experiences. All athletic activities in the school district shall be an outgrowth of and closely coordinated with the general instructional program and with the other departments of the school district.

A high premium is placed in today's society on the emotional and social adjustment of individuals and their inter-relationship with group activity. Athletics provide such an educational experience. An attempt shall be made continually to encourage as many students as possible to share in the benefits of athletic participation. While broad participation is to be encouraged, it is a privilege to compete as a team member for the school.

Athletics should contribute to the physical maturity of the student because the field of athletic competition provides the laboratory phase of education. The skills, techniques and theories presented are an integral element of physical training. Our program requires support at all grade levels.

#### **PHILOSOPHY OF THE MIDDLE SCHOOL ATHLETIC PROGRAM**

The athletic program shall be directed so that the welfare of all students will be the primary concern.

Fundamental emphasis shall be placed on the philosophy that athletic activities are an extension of the educational program and are justifiable only to the extent that they are desirable learning experiences. All athletic activities in the school district shall be an outgrowth of and closely coordinated with the general instructional program and with the other departments of the school district.

A high premium is placed in today's society on the emotional and social adjustment of individuals and their inter-relationship with group activity. Athletics provide such an educational experience. An attempt shall be made continually to encourage as many students as possible to share in the benefits of athletic participation. While broad participation is to be encouraged, it is a privilege to compete as a team member for the school.

Athletics should contribute to the physical maturity of the student because the field of athletic competition provides the laboratory phase of education. The skills, techniques and theories presented are an integral element of physical training. Our program requires support at all grade levels.

White Pigeon Schools promotes the concept of winning, while inspiring development of athletic skill for 7<sup>th</sup> and 8<sup>th</sup> grade student athletes. This concept allows successful transition of the student athlete to high school sports.

In order to facilitate participation of all student athletes. White Pigeon schools intend to create a Red team and a Black team at the 7<sup>th</sup> and 8<sup>th</sup> grade level, for Basketball and Volleyball. The teams will be split when appropriate, as it relates to coaching support, team headcount, and available resources (i.e., uniforms, practice times, facilities, etc.).

All other rules, guidelines and policies apply to Middle School as in the high school.

#### **WHITE PIGEON ATHLETIC DEPARTMENT**

##### **OFFERS THE FOLLOWING SPORTS:**

##### **FALL**

Varsity, Jr. Varsity, and Middle School Football  
Varsity, Jr. Varsity, and Middle School Volleyball  
Varsity Cross Country  
Varsity Sideline Cheerleading

##### **WINTER**

Varsity, Jr. Varsity, and Middle School Boys Basketball  
Varsity and Middle School Wrestling  
Varsity, Jr. Varsity, and Middle School Girls Basketball

Varsity and Middle School Sideline Cheerleading  
Varsity Competitive Cheer

**SPRING** Varsity and Middle School Track  
Varsity Softball  
Varsity Baseball  
Varsity and Jr. Varsity Golf

#### THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

The White Pigeon School District has voluntarily joined the Michigan High School Athletic Association.

The Purpose of the MHSAA is as follows:

1. To increase the educational value of interscholastic programs through the state.
2. To assist in the regulation of competition so that the athletic program fits into the secondary school curriculum.
3. To regulate the interscholastic athletic program so as to safeguard the physical welfare of students participating.
4. To insure a greater degree of physical fitness of high school students by providing opportunities for participation in vigorous competitive athletics designed to meet the needs and abilities of all.
5. White Pigeon Community Schools will support and uphold all players and coach requirements as set forth by the MHSAA.

#### CONFERENCE AFFILIATIONS

White Pigeon High School/Middle School is a voluntary member of the BCS Conference. The value of membership is the aid it renders in the arranging of schedules, equalizing competition, conducting league meets in appropriate activities, declaring league championships, and generally upgrading the programs of member schools through the establishment of conference standards and goals. Membership in this conference provides White Pigeon High School/Middle School with competitive inter-school relationships and the opportunity to promote good sportsmanship. This league provides a wide range of programs for boys and girls.

Purposes of the league as set forth in its Constitution are:

1. To establish and maintain quality educational opportunities for all students in member schools through shared ideas intended to enhance the programs of member schools.
2. To establish and maintain athletic relations through interscholastic competition among member schools.
3. To promote academic and interscholastic interest and good will among the member schools through participation in activities and the cultivation of good sportsmanship and citizenship.
4. To facilitate schedule development for all athletic and extracurricular activity teams.



## INTRODUCTION

This handbook is designed for coaches, student athletes and their parents to help define the role of educational athletics in the White Pigeon Community Schools. The basic goal of interscholastic athletics is defined and the policies and regulations necessary to achieve these goals are presented. It is imperative that athletes, parents, and coaches have knowledge of this material.

The standards presented in this handbook were initially developed by a committee of parents, teachers, coaches athletes, board members and the athletic director. The material was compiled, reviewed and revised during the 1994-95 school year by the committee prior to being adopted by the Board of Education. The document is reviewed by the committee each year and revisions and amendments made as needed

## TO THE PARENTS

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which assists students in personal adjustments.

We who are concerned with the educational development of boys and girls through athletics feel that a properly controlled well-organized sports program meets the student's needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. (We are striving for excellence and do not want our athletes to compromise with mediocrity.)

When your son/daughter enlisted in one of our sports programs, he/she committed our staff to certain responsibilities and obligations, which are:

1. To provide adequate equipment and facilities
2. To provide well trained coaches.
3. To provide equalized contests with skilled officials.
4. To provide adequately supervised transportation, to name but a few.

Likewise, we feel that athletes, parents and coaches have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules that govern the spirit of competition for the community. These rules need a broad basis of community support, which is only achieved through communication to the parent. It is our hope to accomplish this objective through this athletic publication for coach, student and parent.

### TO THE COACHES

The National High School Athletic Coaches has issued the following Coaches Code of Conduct:

As professional educators and leaders, the White Pigeon Athletic Staff will:

Exemplify the highest moral character as a role model for young people.  
Recognize the individual worth and reinforce the self-image of each team member.

Encourage and assist team members to set personal goals to achieve their highest academic potential.

Create a set of training rules for athletes which reflects the positive values of abstaining from the use of drugs, alcohol and tobacco.

Strive to develop the qualities of leadership, initiative, and good judgment in each team member.

Communicate and interpret program goals and objectives to parents and community.

Provide a safe environment for practice and competition.

Gain awareness of the importance of prevention, care and treatment of athletic injuries.

Respect the integrity and judgment of the game official.

Teach and abide by the rules of the game in letter and in spirit.

Build and maintain ethical relationships with Coaches and administrators.

Strive for excellence in coaching skills and techniques through professional improvement.

Promote personal fitness and good nutrition.

Be modest in victory and gracious in defeat.

Encourage a healthy respect for the overall athletic program and its vital roles in education.

Coaches are responsible for communicating their team results to the media.

### TO THE ATHLETE

Being a member of an athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of White Pigeon Schools, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won All-Conference and All-State honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions that you make should be a satisfying accomplishment for you and your family.

### RESPONSIBILITIES TO YOURSELF

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies and your participation in extracurricular activities, as well as in sports, prepare you for your life as an adult.

### RESPONSIBILITIES TO YOUR SCHOOL

Another responsibility you assume as a squad member is to your school. White Pigeon can not maintain its position as having an outstanding school unless you do your best in whatever activity in which you engage. By participation in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the playing field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make White Pigeon proud of you and your community proud of your school, through your faithful exemplification of these ideals.

### RESPONSIBILITIES TO OTHERS

As a squad member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out" you can keep your self-respect and your family can be justly proud of you.

The younger students in White Pigeon Schools are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

### RESPONSIBILITIES TO YOUR TEAM

As a squad member you have made a commitment to your team. Athletes leaving a game and/or school property prior to completion of a game without permission of his/her coach will be suspended up to and including one fourth of the season for that particular sport. Suspension could be carried over into the next participating sport and/or season.

### ATHLETIC COUNCIL

The council consists of two school board members, two coaches, the athletic director, and the council secretary. The council will:

1. To consider reinstatement for an athlete who has become ineligible for all further athletic participation through the application of discipline for training rule violations. The athlete may appeal in writing to the athletic director for a council reinstatement hearing. The application must state their previous problems and reasons for desiring a resumption of athletic participation. If a reinstatement occurs it will be on a probationary basis.
2. Possible review of high school students participation for the first time.
3. Review and revise athletic handbook annually.

### ACADEMIC ELIGIBILITY

Grades are cumulative, and should be determined by what grade the teachers would assign the student if it were the end of a marking period or semester. Eligibility will be charted by the week and students will receive a caution when grades are D, D+, and D-. The Athletic Director will be notified of the low grade and make the student aware of the situation. At this point a study table is voluntary and advisable. Any student receiving an E in any or all classes will be placed on probation for that week, this means that the student must raise his/her grade before the next eligibility check to stay eligible. He/she will receive a warning. If the probationary grade has not been raised by the second week the athlete is ineligible to play and will not dress on game nights, but is still to attend practice. The third week of ineligibility is the same as the second, but four weeks of ineligibility will result in permanent suspension from the team.

Students with no more than one failing class will be fully eligible the next semester.\* If a student fails two classes or more for the semester the student is ineligible for the next semester.

**\*The only exception to this rule is accredited credit must be earned before the next semester.**

Middle school eligibility starts with the first day of 7<sup>th</sup> grade. High school eligibility starts with the first day of 9<sup>th</sup> grade.

Students who are ineligible during 1<sup>st</sup> semester will not be allowed to try out for a winter sport. Students serving an Out-of-School suspension (for a 10-day offense) when the sports season begins eliminates that student from tryouts or participation if the ten days extend into the first three days of the sport season. If the suspension carries over from second semester to the following year, the student is not eligible to tryout or participate in a fall sport.

### PROCEDURE FOR QUITTING A SPORT

Students wishing to be released from a sport during the season (after games have started) must arrange for a meeting with the coach and the Athletic Director (parents are encouraged to be present) and express their reasons for wanting to leave the team. Contact the coach or Athletic Director to set up the meeting.

-Students will not be eligible to participate in another sport until released.

-Students who quit a sport will not be allowed to participate in another sport during that same season.

### DUAL PARTICIPATION

Dual participation: actively participating in two sports simultaneously during a sports season. To be eligible for dual participation students must meet with the athletic director to discuss the feasibility of dual participation. The athletic director will determine if the student is a candidate based on ability and academic status. If the student is approved he/she must sign a declaration stating a major sport. In case of a conflict between two sports the major sport will take precedence.

It is assumed that students applying for dual participation are willing to put in the practice hours required to remain proficient in the minor sport.

**YEAR AROUND TRAINING RULES**  
**FOR THE HIGH SCHOOL/MIDDLE SCHOOL ATHLETE**

**Participation in athletics is a privilege not a right!**

Middle school will follow the same set of rules as the High School with the regard to eligibility and training rules, but will start their Freshman year with a clean slate, free of infractions.

New students entering this school system will follow state guidelines for grades and eligibility.

Medical research clearly substantiates the fact that use of tobacco, alcohol, and any type of mood modifying substances produce harmful effects on the human organism.

You can not compromise athletics with substance abuses. The student who wishes to experiment with such abuses should remove himself/herself from the team before he/she jeopardizes team morale, team reputation, team success, and does physical harm to himself/herself.

Our community is concerned with the health habits of the student athlete and is convinced that athletics and the use of these substances are not compatible. It is also a fact that when students have a strong interest in sports participation their desire to use these substances is greatly reduced.

Students have to decide if they want to be athletes. If you do wish to be an athlete, you need to follow a simple set of training rules, which the athletic department believes to be fair, and in the best interest of the student athlete. The community follows the progress of young athletes and any deviation from the accepted training rules marks one as unwilling to make a commitment and the whole team is branded as undisciplined

**USE OF TOBACCO AND/OR POSSESSION OF**

Research emphasizes that use of tobacco is physically harmful. The harm done by this is not only a health problem it is also illegal. The community follows the progress of young athletes, and any deviation from the accepted training rules marks one as unwilling to pay the price. If one squad member breaks the rules, it is a bad reflection on the whole team. **THIS RULE MEANS NO USE OF TOBACCO IN ANY FORM ALL YEAR (365 DAYS) IN OR OUT OF SEASON.** Michigan compiled law 722-640.

**ALCOHOLIC BEVERAGES AND/OR POSSESSING**

There is no way to justify athletes using alcoholic beverages. **AGAIN, THIS RULE MEANS NO CONSUMPTION OF ALCOHOL ALL YEAR (365 DAYS) IN OR OUT OF SEASON.** Michigan compiled law 436.33B

**DRUGS AND OR POSSESSION OF**

Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is not only a social problem, it is against the law. **THE RULE AGAINST SUBSTANCE ABUSE IS IN EFFECT ALL YEAR (365 DAYS).** Michigan compiled law 333.7404

**WILLFUL CIVIL INFRACTIONS**

Definition of willful civil infraction: Unlawful acts willingly committed.

- Tobacco—alcohol—drugs

- Shoplifting— theft
- Breaking and entering— vandalism
- Assault— sexual harassment
- Reckless driving

Consequences for willful infractions:

1<sup>st</sup> offense---lose ¼ of the season

2<sup>nd</sup> offense---**appear before Athletic Council to determine consequence**

3<sup>rd</sup> offense---expulsion from all athletic participation for remainder of high school career

Any student arrested for a willful civil infraction such as those listed above, but not limited to, **will be required to appear before the Athletic Council. The Athletic Council will determine a course of action, pending any judicial proceeding.** This is an automatic second offense. Training rules are year round and will be enforced as such.

EXAMPLE: An athlete arrested in July loses participation for the next academic year. A second arrest is an automatic third offense, ending the student's athletic participation for the duration of his/her high school career.

### **PARTIES**

Student attending parties where drugs and alcohol are present, are at risk of violating training rules. Choosing to stay at such a party even though you are not participating in alcohol consumption and or substance abuse is subject to breaking training rules.

Add MHSAA

### **TRANSPORTATION**

Team members must travel to and from contests in an authorized school provided vehicle, except in situations of emergency with permission of coach or athletic director, or if arrangements are made prior to the game and approved by the athletic director.

Coaches will make the team aware of bus times. If athletes miss the bus they will not play. The coach/athletic director will review emergency situations and a determination will be made.

### **WEATHER POLICY ( Athletic practices held on days when school is canceled)**

It is the committee recommendation that there will be voluntary practices on snow days or days when school is cancelled.

All Jr. High & freshman practices will be cancelled. Coaches will be responsible for notifying players if practice is not going to be held.

### **ATTENDANCE**

#### **At school**

In order to participate in games and practices a student must be in school **for 80% of the school day.**

Prior excused absences with documentation such as, but not limited to, medical, dental, funeral, court, and other emergency situations with the athletic directors' approval will be permitted. Chronic conditions (migraine, asthma, allergies and so forth) with documentation will be taken into consideration.

#### **Out-of-school suspension**

A student serving an out-of-school suspension is not eligible to practice or play in any game until their suspension is over.

#### **At games and practice**

Absence from a game or practice for any excused absence will not result in punishment of any form. An excused absence is an absence recognized by the school as excusable, documentation must be provided. Emergency situations and special circumstances will be reviewed and determined by the athletic director.

#### **EXAMPLES:**

EXCUSED: Medical, Dental, Court, Funeral, College Visitation, Illness, and Family Vacation with prior permission.

UNEXCUSED: Anything the school would not excuse including work.

#### **CONSEQUENCES:**

- 1<sup>ST</sup> offense-----1/2 game date
- 2<sup>nd</sup> offense-----1 game date
- 3<sup>rd</sup> offense-----suspension from team

#### **MEDICAL EXPENSES AND LIABILITY**

Medical expenses resulting from emergency care and subsequent treatment and rehabilitation of athletic injuries are the responsibility of the “parent and/or guardian.

#### **MISCELLANEOUS TRAINING RULES**

##### **Athletes:**

1. Must be enrolled as a full-time student.
2. Must not be 19 years of age before September 1 of the current school year.
3. Must not have been enrolled in high school eight or more previous semesters.
4. May compete no more than 4 years.
5. Must have a current physical on file prior to the first practice. This card must be signed by a physician indicating that the student has passed a physical examination and is able to compete in athletic practices and contests. (Physicals are valid from June through June of the following school year, a physical received in the middle of a school year will expire at the end of that school year.) Physicals for transfer in students are accepted as long as they fall within the guidelines above.
6. Must remain an amateur. Awards limited to emblematic awards of less than \$15.00 in value.
7. May not compete in the same sport for a non-school sponsored team. Membership limited to school teams only per sport/season.
8. May not sign a professional contract or accept money for athletic participation.
9. Will dress appropriately for their sport on game days.
10. If cuts are to be made in a given sport the procedure for the cuts will be determined by the individual coach. Coaches will notify athletes and parents of their policy regarding cuts before cuts are made. If you have questions concerning this you need to contact the person coaching that sport.

## **AWARDS**

### **VARSITY LETTER**

Varsity letters are given at the discretion of the coach. One varsity letter will be awarded to each athlete for their first year of participation in a varsity sport. Corresponding pins will be awarded for the appropriate sport after receiving the first varsity letter.

### **JUNIOR VARSITY LETTER**

JV letters are awarded for participation in a junior varsity sport.

### **FRESHMAN NUMBERS**

Graduation numerals are awarded for participation as a freshman.

## **SCHOLAR ATHLETES**

White Pigeon High School Scholar-Athletes are student-athletes who maintain a 3.0 grade point average or higher while participating in a varsity sport.

Fall scholar-athletes will be determined by 1<sup>st</sup> Marking Period G.P.A.'s, winter scholar-athletes will be determined by 2<sup>nd</sup> Marking Period G.P.A.'s and spring scholar-athletes will be determined by 3<sup>rd</sup> Marking Period G.P.A.'s.

## **TICKET INFORMATION**

Ticket prices for all High School (J.V. and Varsity) sports

Adults

\$5.00

White Pigeon Students

Free w/school ID

Students

\$5.00

With a family limit of \$15.00  
Season family passes \$150.00  
Single pass \$75.00

Ticket prices for all Jr. High Sports

Adults \$3.00

White Pigeon Students

Free w/school ID

Students

\$3.00



**EXAMPLE OF FORMS AVAILABLE FROM ATHLETIC DIRECTOR:  
PROCEDURE FOR ATHLETIC APPEALS**

As part of a student's due process, an informal hearing with the Athletic Director will be held to notify the student of charges. The Student charged will have the opportunity to respond to the charges and may present witnesses.

When a student/parent/guardian wishes to appeal a decision they must present this completed form stating the basis for their appeal to the Athletic Council. This must be done within 48 business hours of the Athletic Director's initial decision. If the student/parent/guardian wishes to appeal the Athletic council's decision, they must present, in writing, the basis for the appeal to the Superintendent. This must be done within 48 business hours of the Athletic Council's initial decision.

Students

Name: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of incident: \_\_\_\_\_

Training Rule Violation: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Handbook Consequence: \_\_\_\_\_

Basis for appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrative Decision Following Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HALL PASS

NAME \_\_\_\_\_

RETURN

DATES	DEPART	DESTINATION	RETURN	TEACHER


HALL PASS

NAME \_\_\_\_\_

DATES	DEPART	DESTINATION	RETURN	TEACHER
