

EATON RAPIDS HIGH SCHOOL
STUDENT HANDBOOK
INTRODUCTION

On behalf of the staff and the administration of Eaton Rapids High School it is my pleasure to welcome you to the 2009-2010 school year. We sincerely hope that the coming year is rewarding and successful for you personally as well as academically. To assist you in reaching your goals we have worked diligently to create a learning environment in which all students can grow and prosper. This handbook/planner has been designed to help you plan your school year and coordinate time for your studies. Please make it a habit to use this important resource.

The student handbook/planner is intended to be an informational aid to all students, parents and staff regarding the policies, procedures and practices associated with the operation and governance of our high school. Nothing contained within this handbook is intended to either exceed or limit the scope of authority legally accorded to schools by federal and state constitutions, legislative acts or judicial proceedings. The handbook is designed to provide reasonable notice to our local educational community of the academic and behavioral expectations established for our school and of the policies and procedures governing our operations. This handbook may be subject to amendment or revision as needed throughout the course of the school year to more effectively manage and address the needs of our school or our students.

David B. Johnson,
Principal

SUPERINTENDENT

Dr. William L. DeFrance

BOARD OF EDUCATION

Mr. Jeff Allison
Mr. John Althouse
Ms. Debbie Brinson
Mr. Steven Platte
Mr. Brian Ross
Mr. Gary Wichman
Mrs. Carolyn Wyckoff

HIGH SCHOOL ADMINISTRATION

Mr. David B. Johnson..... Principal
Mr. Marvin Maurer..... Assistant Principal
Mr. Jeffrey S. Dassance..... Assistant Principal/Athletic Director

HIGH SCHOOL FACULTY

Sandra Allison	Ken Bos	Jennifer Grivins
Jo Anita Anderson	Muriel Bos	Adam Gumbrecht
Ryan Anderson	Jason Brant	Nate Harmon
Mark Baker	Julie Brantley	Joshua Holnagel
Brad Beals	Kelly Coppins	Dori Ike
John Benington	Pete Edick	David Jackson
Holly Bliese	John Evanson	Scott Jansen
Jeff Bogardus	Mary Geisen	Nickolas Jones
Mike Bohms	Ben Gellis	Veronica Juel

Derek Lounds	Kristin Parker	Eric Smith
Christopher Luea	Troy Pence	Rick Smith
Becky Manore	Cynthia Penski	Catherine Szymanski
Jamy Marske	Robert Ribby	Judith Vancil
George Matthews	Kim Richardson-Kores	Scott Warriner
Tamera Maurer	Louise Sagaert	Willis Whitmyer
Judy Nixon	Joel Schmidt	Jane Wiborn
Pamela Nutt	Kim Schneider	Jeremy Zubal

HIGH SCHOOL SUPPORT STAFF

Secretaries:

Julie Gould	Secretary to the Principal
Kathie Hendrickson	Secretary to the Athletic Director
Elizabeth Hubert	Secretary to the Assistant Principal
Deb Turner	Guidance Office Secretary/Registrar

Teacher Aides:

Kelly Ballor	ISS/ASD Aide
Peggy Cartwright	Special Education Aide
Julie Cataline	Health Care Aide
Kris Church	Special Education Aide
Lynda Grinnell	Special Education Aide
Michelle McGarry	Lunch Aide
Betty Pettit	EMI Aide
April Trudgeon	Media Aide

Custodians:

Suzanne Dowding	Custodian
Shawn McNamara	Custodian
Mike Sholty	Building Engineer

The following policies and procedures have been deleted from the handbook or reduced for space purposes, but they are still in force and are available from the school office. Deleted items: New Student Enrollment Policy, Assembly and Late Start schedules, Withdrawal/Transfer procedures, Graduation policy, Student Travel Policy, Worksite Training Opportunities, Athletic code, Physical Education Policy. Reduced items: Graduation Requirements, HPY, The Numbering System, Voc. Ed, Work Experience, and Independent Contracting.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

School Records - School records are open to review by parents/guardians or adult students. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to the school principal. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

Full rights are granted to either parent/guardian regarding a child's education, the review or inspection of their records and the release of the child or their records from the school, unless the school has been provided with a court order to the contrary.

Directory Information - Eaton Rapids High School may disclose appropriately designated "directory information" without written consent, unless you have advised the principal's office to the contrary in accordance with the high school's procedures. The primary purpose of directory information is to allow Eaton Rapids Public Schools to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sport activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies

that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the local education agency that they do not want their student's information disclosed without their prior written consent.

If you do not want Eaton Rapids High School to disclose directory information from your child's education records without your prior written consent, you must notify the principal's office in writing. Eaton Rapids High School has designated the following information as directory information: Student's name; Participation in school sanctioned activities and sports; Address; Telephone listing; Weight and height of members of athletic teams; Electronic mail address; Photograph; Degrees, honors, and awards received; Date and place of birth; Grade level; and the most recent educational agency or institution attended

PARENT INVOLVEMENT

The Board of Education believes that the education of children is a joint responsibility, one it shares with the **parent (or guardian as applicable)** of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The parents have the right and are encouraged to participate in the education of their children. The Board recognizes that parents involvement can help to raise the academic level of children and those children of involved parents tend to do better in school.

In accordance with Board policies and administrative guidelines, the District shall provide an opportunity for parents to review curriculum and instructional materials and to visit the school to observe the instructional process.

SMOKE-FREE/TOBACCO-FREE SCHOOLS

In order to encourage a healthier environment for students, employees, and visitors, it shall be the policy of the Eaton Rapids Public Schools Board of Education that all buildings of the Eaton Rapids Public Schools (ERPS) shall be smoke and tobacco-free.

DRUG-FREE SCHOOLS PROGRAM

As a participant in the "*Drug Free Schools and Communities Program*," ERHS emphasizes the maintenance of an orderly, secure, and drug-free school environment that is conducive to learning with an emphasis on the authority of teachers and administrators to identify and discipline students or employees who are possessing, using, distributing or selling drugs or alcohol. Accordingly, Eaton Rapids Public Schools have developed a firm policy aimed at eliminating the sale, use or possession of drugs and alcohol on school premises, enforcing disciplinary procedures and teaching students and staff that drug use is both wrong and harmful.

WEAPONS-FREE SCHOOLS

The State of Michigan, in its *Revised School Code #1311(2)* provides that pupils who possess "*dangerous weapons*" at school shall be expelled for a minimum of 180 days. Also, a student who is expelled under this section of the law is expelled from all public schools in the state.

EQUAL OPPORTUNITY

All policies and procedures adopted by the Eaton Rapids Public Schools are intended to be fair, reasonable, and for the good of the schools and of the students. All are intended to comply with federal law and constitutional rights of individuals. Race, religion, sex, sexual orientation, national origin, and handicap will not be grounds for denying participation in classes or programs for which a student is otherwise eligible.

HEALTH INSURANCE

Parents are to be aware that medical insurance covering student health concerns or injuries is not provided by the school district. If parents cannot afford health insurance, benefits may be available through the State of Michigan MICHild program. Call 1-888-989-6300 for more information.

STATEMENT OF ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAWS

The Eaton Rapids Public School District's Board of Education complies with all state and federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the Michigan and U.S. Department of Education. It is the policy of the Eaton Rapids School District's Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the Michigan or the U.S. Department of Education.

Title VI – Refers to race, color, or national origin of an individual.

Title IX – Refers to the sex of an individual

Section 504 – Refers to qualified handicapped person(s).

If any person believes that Eaton Rapids Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of either of the above statements or is in some way discriminatory, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinator/Grievance Office as follows:

Ms. Laura Lezotte
Eaton Rapids Public Schools
912 Greyhound Drive
Eaton Rapids, MI 48827
(517) 663-1172

MISSION STATEMENT

The mission of ERHS, in cooperation with the home and community, is to promote lifelong learning. We believe all students should have the opportunity to learn. Our purpose is to respond to the needs of our students and community and to provide a safe educational environment that promotes individual self-worth, self-respect, and respect for others.

BELIEF STATEMENTS

We at ERHS believe that:

- all students can learn.
- we have the responsibility of providing a safe, orderly, and supportive learning environment.
- quality education requires the support and commitment of the school, the home and the community.
- quality education provides all students with the opportunity to become productive members of society.
- providing opportunities for lifelong learning is a responsibility of the school system.
- promoting involvement in the lifelong learning process is the responsibility of the home, school, and community.
- effective education reflects a changing society and integration of technology.
- interaction between teacher and student is the essential component in the formal learning process.
- quality education requires a climate of high expectations.
- we have the responsibility to ensure that all students receive equitable educational opportunities.
- quality education requires leadership by the educational community.

EATON RAPIDS PUBLIC SCHOOLS EXIT OUTCOMES

1. **SELF-DIRECTED LEARNERS** create a positive vision for themselves and their futures, set priorities, set achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions. They value and are capable of learning over a lifetime as well as apply knowledge in diverse situations.
2. **COLLABORATIVE WORKERS** use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
3. **COMPLEX THINKERS** identify, access, integrate, and use available resources and information to reason, make decisions, and solve problems in a variety of contexts.
4. **COMMUNITY CONTRIBUTORS** invest their time, energies and talents to improving the welfare of others and the quality of life in their diverse communities.
5. **QUALITY PRODUCERS** create intellectual, artistic, practical, and physical products that reflect originality, high standards, and the use of advanced technologies.

SCHOOL PRACTICES

In discharging its responsibilities to its students, the Board of Education establishes the following practices and policies:

- I. **Age of Majority** – 18-year-old students are legally recognized as adults. However, except as noted below, policies and procedures set forth in the student code of conduct will apply to all students, regardless of their attainment of the age of majority.
 - a. Students 18 years and older may have the same privileges as their parent/guardians as it relates to access to their student records
 - b. Students 18 years and older may represent themselves during disciplinary conferences
 - c. Students 18 years and older may sign themselves in and out of school and may verify their own absences

All school attendance standards continue to apply to students regardless of their age.

- Eligible students who wish to assert these rights should register their intent on the appropriate form in the main/attendance office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school

policies and procedures.

- II. **Child Abuse and Protection** - Michigan law requires that school administrators, counselors or teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries which may have been intentionally inflicted by a person responsible for the child's care, shall personally notify the FIA and the administrator in charge of the child.
- III. **Interrogation of Students by Law Enforcement Officers** - For the purpose of this policy, an interview is defined as the questioning of a witness to, or a victim of, an offense. Interrogation is defined as the questioning of a person suspected of committing a criminal offense. Observance of this policy will provide for cooperative and respectful interaction between law enforcement officers and students.
 - Law enforcement officers must have permission of the building principal, or his designee, to interview a student on school property during school hours.
 - Any interviews or interrogations of students by law enforcement officers on school property during the school day will be conducted in the presence of the principal or his designee.
 - School officials will not allow minor students to be interrogated by law enforcement officials without the presence or advance approval of parents/guardians unless emergency situations arise that require immediate contact between the police and a minor student.
 - The parents/guardians will most likely be notified when a student is interviewed. When feasible, notification will be made before the interview, but notification may occur either before or after the interviews or interrogations depending upon the circumstances of the particular incidents.
 - A law enforcement officer may remove any student, subject to a lawful arrest, from school. Every effort will be made to notify the parents/guardians immediately if a student is arrested and removed from the building.
- IV. **Parents/Guardians Meetings with Teachers** - Parents/guardians who wish to meet with teachers to address concerns pertaining to classroom activities shall observe the following procedures:
 - Contact the teacher to arrange a conference at a mutually agreeable time.
 - If the parents/guardians conference with the teacher does not resolve the matter, a second conference with the principal or his designee shall be arranged to resolve the matter.
- V. **Procedures for Handling Problems at School** - ERPS are committed to the success of every student. It is understood that best results are achieved when the school and the home are in partnership with one another. Open and honest communication, attitudes that promote cooperation in the classroom, high professional standards, and willingness by all to work hard will contribute to mutual success. Although steps are taken to assure that each student has a positive school experience, problems will sometimes occur. The following guidelines are offered to help you address problems promptly and effectively. Please note that the process is progressive. Only move to the next level if the situation has not already been handled to your satisfaction. Brochures describing each step in detail are available at your school office.
 - Try to solve the problem as close to the source as possible (i.e., teacher, bus driver, coach, counselor, etc.).
 - Write a letter to the person closest to the problem if the meeting in Step 1 leaves the problem unresolved.
 - Meet with the supervisor/building administrator.
 - Schedule an appointment with the Superintendent.
 - Address the Board of Education.
- VI. **School Lockers** - Student lockers, tables, and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Students are to use only the locker assigned to them throughout the entire school year. Failure to comply with this requirement may result in loss of locker privileges. Lockers must be emptied on or before the last school day or the custodial staff will empty them and discard any articles.
- VII. **Search and Seizure** - The following rules shall apply to the search of school property assigned to a specific student (desk, locker, or to automobiles parked on school premises) and the seizure of items in his/her possession. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal and/or personal effects (e.g., purse, book bag, and/or athletic gear) may be searched whenever a school official has reasonable suspicion to believe that the 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.
- VIII. **Testing Out Policy Statement** - The Board of Education of the ERPS acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279b and 1279e of the School Code of Michigan have been amended to allow students to request an opportunity to demonstrate such mastery, either through a written examination, written papers, projects, portfolios, or other comparable assessments. It is the intent of the Board of Education to extend to all pupils the opportunity to demonstrate mastery

in the range of courses offered at ERPS and to allow for the most efficient and effective use of instructional time. *Please contact the Guidance Office for further information on test dates or to obtain a request form.*

ACADEMICS

Career Development – The high school program of Eaton Rapids Public Schools offers a diverse (or comprehensive) course of study, designed for students to recognize and achieve their career goals. Through a coordinated sequence of academic and technical courses, all students are encouraged to see more clearly their post high school educational options. As lifelong learners, Eaton Rapids High School graduates may continue their education at four-year colleges, community colleges, technical institutions, the military, or in an apprenticeship/training program as they strive to reach their own individual academic and career goals.

Career development is a complex process of acquiring the knowledge, skills, and attitudes necessary for an individual to make work a meaningful, productive, and satisfying part of life. The career development process requires a continuum of planned activities including career awareness, exploration, decision-making, and educational planning. These activities are designed to maximize the capabilities of all learners to explore, to analyze options, to self-assess interests and abilities, to select educational preparation for, gain entry to, and to succeed in career choices throughout their life.

Career Pathways – Eaton Rapids High School employs a system that uses Career Pathways as a common language to address career preparation needs in our school. A career pathway is a system that creates well-marked “paths” of sequenced courses, which provide both focus and direction to a student’s learning experiences. The pathway prepares the student for a goal-oriented future and puts purpose in learning. It offers a system of choice for each student and helps students know what it takes to reach their career goals. Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many interest, strengths, and competencies. The desired outcomes of career preparation are student achievement and ultimate success in a chosen career. Meeting the career-related needs of students calls for alignment with career opportunities in the real work world. Career Pathways provide a useful framework to aid both students and educators in making those meaningful connections to the working world. Six Career Pathways have been identified to cover all career opportunities regardless of educational requirements.

Courses and Credits - It is the responsibility of each student to confer with the counseling department for the planning of the yearly program. Students who are deficient in credits should visit a guidance counselor to preview the options available for regaining credit. Although periodic credit checks are made by both the administrative and counseling offices, and written notice of these are given to juniors prior to registering for their senior year, it shall be the student’s and parent’s/guardian’s responsibility to keep themselves informed of the student’s credit status regarding graduation.

A student seeking credits through participation in Home School, Correspondence or “On Line” programs:

- 1) Students must align course selections with the required and elective course offerings at Eaton Rapids High School.
- 2) Students are required to provide documentation of the completion of correspondence or home school program.
- 3) Students will be required to pass the final exam in the comparable course offered at Eaton Rapids High School before credit will be awarded.

Transfer students wishing to earn a diploma and participate in graduation exercises:

- 1) Students must attend Eaton Rapids High School full time during the senior year unless otherwise waived by the administration.
- 2) Students must meet the school board established graduation requirements.

Credit Transfer policy:

- 1) We will accept transfer credit from any high school accredited by North Central Association or other regional accreditation associations. Students seeking transfer credit must demonstrate that credit has been earned in courses aligned with Eaton Rapids High School’s required and elective curricular options.
- 2) Students wishing to transfer credit from other than an accredited institution:
 - a) Must demonstrate that credit has been earned in courses aligned with Eaton Rapids High School’s required and elective curricular options.
 - b) Will be required to pass the final exam in the comparable course offered at Eaton Rapids High School before credit will be awarded.

Transfer students who enroll at ERHS and do not have time to meet the ERHS requirements for graduation because of differences in the length of the school days, may request that their work be reviewed and equated with the ERHS graduation requirements and waivers granted where appropriate. *No graduating senior (transfer or otherwise) shall be granted a waiver for any deficiency that was created because of failing an earlier class.*

Any waiver granted will take effect only upon the completion of twelve terms of full-time attendance. Students who drop out of their vocational programs or drop school prior to graduation will lose the privilege of applying any waivers for which they might have been eligible before the drop.

Participation in state wide assessment program – As a requirement for graduation, as long as the state and/or federal governments require juniors to participate in the state assessments, all students will be required to participate in the Michigan Merit Examinations(MME)* normally offered during the spring of a student’s junior year. Students who fail to demonstrate that they have either met or exceeded state standards on the MME will be required to retest – at least once – on those tests where student has failed

to demonstrate proficiency.

*In appropriate cases students may be allowed to substitute participation on alternative assessments authorized by the state to satisfy this requirement.

Students failing to meet graduation requirements shall not be eligible for the receipt of a diploma or participation in graduation services (Board of Education Policy-5460)

Requirements are as follows:

Year	2010	2011	2012	2013
Total Credits	28.5	28.5	28.5	28.5
English	4	4	4	4
Math	3	4	4	4
Science	3	3	3	3
Social Studies	3	3	3	3
Fine Arts *	1	1	1	1
Physical Education	1	1	1	1
Computer Literacy*	0.5	0.5	0.5	0.5

*Fine/Practical Arts may include instrumental and vocal music, drama, business, life management, graphic arts, and/or industrial arts.

**This requirement may be met by successfully completing one of the following courses: Accounting 2, Journalism 2, Architectural CADD, BMA I, II, III, or IV, Computer Art, Computer Science, Engineering CADD, Digital Enhanced Photography, Office Administration, Yearbook Production. The following Lansing Community College classes will also be accepted: Architectural Drafting & Design, Computer Support Technician, Industrial Drafting, and Personal & Business Computing.

NCAA Notification: All student athletes should be mindful of the NCAA regulations for athletic eligibility in Division I or Division II colleges and universities. Specific course work must be completed and specific ACT/SAT scores must be earned in high school if seniors plan to participate in athletic activities on a collegiate level. Seniors must also file a NCAA clearinghouse form to have their high school credentials reviewed before collegiate eligibility can be granted. Detailed information on all NCAA regulations is available in the guidance office or the athletic office.

Grade Reporting System:

- A. **Report cards** will be distributed three times a year, at the end of each trimester/term. Parents/guardians should read the card carefully. In case of unsatisfactory or failing grades, a conference with the teacher is desirable and should be of utmost value. At the end of each term, report cards will be mailed home or sent with the student.
- B. **Progress Reports** are printed every six weeks during each term for every class in which the student is enrolled and will be distributed to those parents/guardians in attendance at Parent/Teacher Conferences (as scheduled on the calendar). If the parents/guardians do not pick up progress reports, they will be given to the student. Please contact the guidance office if you do not receive a progress report.
- C. **Cumulative Final Exams** will be given in all classes offered at ERHS at the end of each term. It will be up to the instructor's discretion to establish a percent for the value of the final examination. The range in value can vary from 5%-20%.
 - 1) All high school students will be required to take final exams.
 - 2) Teachers will provide all students with a culminating exam which directly relates to the subject matter addressed in each class. These exams will be scheduled only during the designated class period during final exam week.
 - 3) Third trimester seniors may be excused from an individual class exam if the teacher feels that the student's behavior, attendance and achievement warrants such an exception.
- D. **Grade Point Average (GPA):** Class ranking and GPA is determined at the end of each school year. All courses taken, for which credits are granted, are counted for the purpose of ranking and GPA. Determination of Valedictorian and Salutatorian and ranking of the top ten for the class of 2008 will be determined after the second trimester of their senior year. (Following the graduation of the class of 2009, Eaton Rapids High School will implement a Senior Scholars Program and the Top Ten designation will no longer occur.) The GPA is determined by dividing the honor points by the number of credits and will be carried to three decimal places. Classes that receive a grade of CR (credit) are not computed into the GPA of a student.

GRADING SCALE AND HONOR POINTS

Students will be marked on the following standard and honor points will be awarded on the following basis:

Scale	Grade	Honor Points
Honors	AA*	5.0*
Honors	AB*	4.6*

Honors	A+*	4.4*
93-100	A	4.0
90-92	A-	3.6
87-89	B+	3.4
83-86	B	3.0
80-82	B-	2.6
77-79	C+	2.4
73-76	C	2.0
70-72	C-	1.6
67-69	D+	1.4
63-66	D	1.0
60-62	D-	0.6
0-59	E	0
	EE	Incomplete
	FA	Failure due to Attendance

NOTE: When computing grades for reporting purposes, all grade averages having a designation of .5 or above will be rounded up to the next whole number. Example, 89.5% would be considered as 90% and 89.4% would be designated as 89%.

- E. ***Special Grading Policy.** Advanced Placement (AP) courses and classes with compacted curriculum (CHAMPS) will award students an additional honor point for each semester of course work. A minimum grade expectation (70%) will be in effect to receive the additional honor point. See the policy handbook for more information.
- F. The **Numbering System** for ranking will reflect the student's true standing among their fellow classmates. If, for example, the top three students have an identical grade-point average, all of them will be ranked number one, but the next student will be ranked number four in the class.
- G. **Incomplete Work:** Students who have not completed the course work by the end of a given grading period will receive a grade of "EE". This grade will remain on their grade report and be used to calculate the GPA until the work is completed. The "EE" will become a part of the permanent transcript if the work is not completed.

Pass/Fail Credits: Only seniors are eligible. Student must have a 2.5 GPA and be approved within the first two weeks of the each semester. Only one credit per year may be earned using pass/fail option. (Students may not take required classes on a pass/fail basis.)

Dual Enrollment: The State School Aid Act directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. Student and course eligibility follow specific guidelines established by the state. Contact the guidance office for details.

Independent Study Credit: Any student wishing to work at an advanced level in a specific subject area and who has exhausted all of the regular curriculum options may enroll in an independent study course. Applications and details are available in the guidance office.

CR/NC Grade Option: The CR/NC grade option is reserved for unusual situations. Students at any grade level may be given this grade option if a teacher feels the circumstances relating to an individual warrant its use. Teachers must attain administrator approval and use a CR/NC form secured from the principal's office to exercise this option.

Changing or Dropping Subjects: Students are encouraged to carefully choose classes each spring for the coming school year. Counselors are available for consultation regarding class selections. Once student schedules have been issued, changes will be considered only by parent/guardian initiation up to the third day of each trimester. After the **third day of each trimester**, absent administrative approval, requests due to improper placement in a class are the only types that will be considered.

ATTENDANCE POLICY

UNDER REVISION

Attending school on a regular basis is a critical factor for academic success and, as well, an excellent habit for students to attain to prepare them for the expectations of the work place. Attendance is a three-way relationship between the student, parents and the school and each partner to this relationship must assume specific responsibilities to ensure that the educational interests of students, parents and the school are observed. Clearly, failure on the part of one party to this relationship results in failure for all.

Student Attendance

It is the expectation that absences will not exceed 7 days each term per class. An absence is defined as any missed portion of an instructional class period for any reason. A truant absence is any absence that cannot be excused through the mutual agreement of the parents/guardians and the school or any absence from an assigned class or area without permission of school authorities.

Absences not calculated in the absence procedure include:

- Extended illness with medical verification (ex. mono, surgery)
- Funeral of a family member
- School-related absences
- Disciplinary suspensions, either in-school or out-of-school

These types of absences do not count as either excused or unexcused absences in determining whether a student grade will be reduced.

Application of the Attendance Policy

There will be a direct correlation between the number of absences and the grade a student will receive in any class at Eaton Rapids High School. The following chart describes how our attendance policy will be applied each trimester.

- 1 to 7 absences – no academic/attendance consequence
- 8 to 9 absences – reduction of one grade unless absences are made up satisfactorily*
- 10 to 11 absences – reduction of two grades unless absences are made up satisfactorily*
- 12 to 13 absences – reduction of three grades unless absences are made up satisfactorily*
- 14 absences and beyond – a grade of E will be assigned for the class – *students receiving a failing grade due to excessive absenteeism may still receive credit if they can demonstrate mastery of the course material by achieving a grade of 78% on the cumulative final exam given in the effected course.*

* students may make up absences by scheduling time agreeable with their teachers or by attending after school intervention program for a time equaling the class periods absent.

Attendance Procedures:

- It will be the responsibility of all students who have been absent for any reason to report to the attendance office to verify that the absence has been excused
- Upon the occurrence of the 7th absence, the student should initiate a conference with the teacher or an administrator to review the attendance expectations and potential consequences resulting from continued absenteeism
- All absences will be recorded by teachers and electronically sent to the office. In case of technical malfunctions and/or guest teachers, a written hourly attendance list may be submitted to the attendance secretary

After School or Saturday School Make-up Sessions: Students who exceed five absences per marking period may fulfill the attendance requirement by attending after-school student sessions or Saturday school. Only two excused absences per semester may be earned back. After school make-up sessions shall last one class period and may be scheduled with the teacher in whose class the absence has occurred or, if the teacher prefers, with the administration. Saturday school make-up sessions shall be scheduled on or near the final week of each term for those students who have failed to attend an after-school session.

Appeal Procedure: Students who fail to earn credit due to excessive absences may appeal to the Assistant Principal near the end of each term. The process will be as follows:

- 1) Contact the AP for an Attendance Appeal Form within 1 week after the end of the term.
- 2) Complete the form and schedule an appeal meeting within 2 weeks after the end of the term. Parents are highly encouraged to attend the appeal meeting.
- 3) After the meeting, a committee will decide, after seeking teacher input on the contribution to class, teacher recommendation, effort in class, reasons for absences, prior attendance records, and/or prompt make-up work.

Students who have not met the minimum attendance requirement should continue to do their best in the class and not quit, as this will most likely cause the student to earn a failing grade. Students who actively and positively participate in class have a better chance of having the appeal granted since educational benefits have been gained. Students who are truant have far less chance for having the appeal granted.

Attendance Incentive: At the discretion of the teacher, students who have earned a grade of "B" or above at the conclusion of each term AND who have been excused from class no more than 2 times will be required to take their final exam but may be allowed to take it on a 'help/no hurt' basis.

College/Career visits: We encourage students to investigate potential career options while they are in high school. This may involve visiting a college or taking a test for the military. If doing this requires a student to miss school, then the pre-arranged absence form must be filled out in its entirety. Seniors may be absent up to two days as a school-related absence if a parent/guardian accompanies them and they provide written verification of the activity within five school days. Juniors, with recommendation from a teacher and/or school counselor, may be absent one day as a school related absence if an adult accompanies them and they provide written verification of the activity within five school days. Additional school-related days due to college/career visits may be granted upon previous approval from the administration.

Co-Op/Vocational Education/Work Experience: Students who attend any off-campus classes or work experience opportunities are expected to attend their classes at ERHS in accordance with the school calendar. Attending EISD/LCC classes is a privilege. Students must attend their ERHS classes on a regular basis in order to remain in their EISD/LCC classes. Students who chose not to attend their ERHS classes will be dropped and receive no credit from their EISD/LCC classes.

Disciplinary Suspension: Absences due to disciplinary reasons, such as In-School Suspension or Out-of-School Suspension will not count towards the attendance limit. However, to receive credit for work missed due to disciplinary suspension, the student must request assignments for make-up work and complete the make-up work on his/her own initiative.

Extended Absences: Students absent for an extended period of time due to a long-term illness, accident, and/or hospitalization may be exempt from the attendance requirement provided the following conditions are met: Official documentation from a **physician** certifying the student's inability to attend school. Make-up work and assignments will be provided upon request.

Forged Notes: First Violation – up to six hours of after-school detention; Further Violations - suspension from school pending parent/guardian conference with administration

Hall passes: Students are expected to remain in their classes during class time. A hall pass is required for any student who must be out of their classroom during regularly scheduled class times. Students must sign name, time out, and destination before leaving the classroom. Time in will be noted upon student return. Failure to comply with these instructions may result in a determination of truancy and/or loss of privileges.

Illness at school: Students who become ill during school and who do not report to class must report immediately to the office. The office will attempt to contact the parents/guardians of any student that is too ill to return to class. Students cannot be sent home without prior parent/guardian notification.

Make-up work: Students are expected to make up all work missed while absent. The student is allowed time equal to the time missed for the completion of make-up work. All scheduled, but missed work due to an absence (tests, quizzes, exams) must be taken on the first day back to school. Tests, quizzes, or exams may be taken before the absence if agreeable with the teacher. Full credit will be assigned to work made up for excused absences only. All make-up work will be done at the teacher's convenience.

Open/Closed Campus during lunch: ERHS operates a closed campus during the regularly scheduled school day. Students who qualify may earn open campus rights during their assigned lunch period. Seniors who are in good standing and members of the junior class who, after the first trimester, have earned a minimum grade point average of 3.0, maintained exceptional attendance, and have a clean discipline record may qualify. Qualifying juniors must have a signed letter of permission on file in the main office each trimester. Open campus is a privilege that may be revoked at any time by the school for any abuses of ERHS policies. If any other students must leave the building during their lunch, they must follow the pre-determined procedures established within the Student Handbook, or will be subject to the following disciplinary action:

- First offense – up to one day suspension, forfeiting of school ID and allowance to participate in extra-curricular school activities.
- Second offense – up to three day suspension, forfeiting of school ID and allowance to participate in extra-curricular school activities.
- Any further violations – finding of persistent disobedience and suspension of up to ten days

Permission to leave school (Signing in/out): Once students arrive on campus they may leave only for the purposes of illness, emergency, or the need to keep appointments that cannot be conducted after regular school hours. All students seeking to leave the building must report to the office and demonstrate, by phone call or note, parent/guardian approval for the absence that can be verified by the office staff. Failure to sign-out properly will result in a finding of truancy.

Pre-Arranged Absences/Vacations: Absence by pre-arrangement for reasons approved by the administration may be granted under the following conditions: 1) The student will obtain a pre-arranged absence form from the main office and circulate it to his/her teachers for their signatures and other required data; 2) the completed form must be signed by a parent/guardian and returned to the attendance secretary; 3) all pre-arranged applications must be completed two days prior to the first day of absence except in cases of emergency; and 4) failure to hand in required work upon return will cause that assignment to receive no credit.

School-related activities/field trips: School-related absences shall be defined as those absences, which are occasioned by academic, co-curricular, or athletic activities that are directly supervised by staff members and which require absence from one or more classes. Students who are excused from class due to approved school related activities have the responsibility of contacting their teachers in advance. This can be accomplished by having the pre-arranged absence form (located in the main office) filled out completely and returned to the attendance office or the activity sponsor. This will ensure that the absence will be considered as school-related and not charged towards the attendance limit. Sponsors of activities should remind their students of this requirement. Students who have exceeded their 5-day per marking period absence limit or have been marked truant/unexcused for any class period may not be allowed to miss school for a school-related activity. A parental consent form must be signed any time a student is going to participate in a field trip. These forms are available from the classroom teacher or in the main office and must be completed and returned to school before the student is permitted to leave campus.

Tardy/Late Policy: A student is considered tardy/late to class if not in the classroom or, if the teacher requests, seated when the bell stops ringing. Students reporting to 1st period more than 10 minutes late or to 2nd-5th periods more than 5 minutes tardy will be marked absent for record-keeping purposes but are still required to remain in attendance. In recognition of the critical role regular school attendance plays in the achievement of student success, it is imperative that parents/guardians and schools work together

cooperatively to promote the optimum conditions for learning. All students are expected to attend school regularly and to be on time for class to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Attendance is a key component to success in school. The responsibility for good attendance rests primarily with students and parents. Our staff will make every effort to encourage good attendance, make students and parents aware of poor or inconsistent attendance, and help students correct problems that might lead to excessive absences. Students that report late to 1st hour must first stop in the main office to receive a pass for admittance into class. The following sanctions will apply for unexcused tardiness each marking period, for each class:

- 1st Violation: recorded by teacher, student-teacher conference
- 2nd Violation: recorded by teacher, warning notice sent to parent/guardian
- 3rd Violation: recorded by teacher, referral form sent to office and parent/guardian, counted as 1 unexcused absence
- 4th Violation: recorded by teacher, referral form sent to office and parent/guardian, 2 Detentions assigned by administration
- 5th Violation: recorded by teacher, referral form sent to office and parent/guardian, counted as another unexcused absence, finding of persistent disobedience – suspension and/or Saturday school assigned by administration

The administration reserves the right to conduct 'hall sweeps' at any time during the school day. Upon the announcement of a hall sweep, all teachers will shut and lock their classroom doors. Any student in the hallway at that time will report directly to the main office. These students will be automatically assigned an after-school detention and sent back to class with an admittance pass. This tardy will not count towards the above stated tardy/late policy.

Truancy: A truant absence is any absence that cannot be excused through the mutual agreement of the parents/guardians and the school or any absence from an assigned class or area without permission of school authorities. Students who are truant may not attend any school-related activity the day they are considered truant. Students leaving class without teacher permission will be considered insubordinate and marked as truant unless excused by the administration. Unexcused absences and/or truantries will result in no credit for work that day.

- First Violation: conference with administrator, required makeup time of all missed class time in After-School or Detention, whichever is offered written parent/guardian notification
- Second Violation: conference with administrator, required makeup time of all missed class time in In-School Suspension, written parent/guardian notification
- Further Violations: conference with administrator, suspension from school for Insubordination and possible loss of credit in class that truantries have occurred, written parent/guardian notification

ASSET DEVELOPMENT

As Eaton Rapids High School endeavors to provide a drug-free, safe school environment, awareness of the nationally recognized Asset Development program has become significant for students, parents, staff, and community members.

The Asset Approach – Research had identified 40 concrete, positive experiences and qualities – “developmental assets” – that have a tremendous influence on young people’s lives. Working to enhance the number of assets a person has may protect a young person from many different problem behaviors and promote positive attitudes.

Adolescents today are frequently exposed to problem behaviors that include: alcohol use, illicit drugs use, sexual activity, violence, depression and attempted suicide, and school problems. Developing the 40 assets increases the chance that young people will have positive attitudes and behaviors such as success in school, value for diversity, maintenance of good health, and delaying gratification.

Students may impact each other in positive ways by having an awareness of the eight categories into which the 40 assets fall. Some sample strategies are offered to assist students in showing others they are significant.

The 40 assets are grouped into eight categories:

1. Support – Be understanding when someone is having a difficult day.
2. Empowerment – Encourage others to help and be themselves.
3. Boundaries and expectations – Don't expect perfection from others.
4. Constructive use of time – Attend a friend's concerts, games, and events.
5. Commitment to learning – Encourage a friend to talk about their future plans.
6. Positive values – Introduce your friends to your family.
7. Social competencies – Apologize when you have done something wrong.
8. Positive identity – Praise more, criticize less.

CODE OF STUDENT CONDUCT

All students of ERHS are expected to behave appropriately during the school day and at school-sponsored activities. Students should be aware of the possible consequences if misconduct does occur, which could include suspension and/or expulsion.

Lowering the age of majority to 18 has created a situation where the 18-year-old is legally able to conduct all matters of business related to school. However, the law does not affect the administration of student discipline and attendance, as the age of the student

is not a factor in the school's regulations of student conduct. Regardless of age, all students are equally responsible under the same code of conduct.

The classroom teacher may handle some misbehavior. More serious misconduct will be referred to the high school principal or assistant. The purpose of this code is to set forth the procedures to be followed in the event of misconduct and to give examples of various categories of misconduct that may result in suspension or expulsion. The general procedures that will be followed are set forth below.

RESERVATION OF RIGHTS

The school reserves the right to set forth, as part of the code of conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school, which are not specifically stated herein as the need arises.

DISCIPLINE PROCEDURE

When a student is referred to an administrator for alleged misconduct, the following procedures generally will occur. (The order of actions required may vary with type and seriousness of the complaint.)

1. The administrator or supervisor will informally investigate the complaint or charges to obtain information. The administrator or supervisor will attempt to confer with those involved to get a fair and accurate account of the facts. The student shall not be judged guilty by virtue of being accused.
2. The student will have an informal meeting with the administrator or supervisor prior to any disciplinary action being taken.
3. The student will be informed of the specific charges and evidence, if any.
4. The student will have an opportunity to tell his/her version of the incident and to deny the charges and rebut the evidence.
5. The student's parents/guardians will be contacted by telephone or written report and will be informed of the alleged misconduct and possible disciplinary action. Student, parents/guardians or administrator can request a conference.
6. Unlawful acts will be reported to proper authorities, and appropriate legal action may follow as determined by those agencies. Disciplinary action may be taken by the school regardless of whether criminal charges result.
7. The appropriate school penalty or corrective action will be determined. This may include detention, suspension or expulsion.
 - Suspension may be short term for a period up to ten days. Suspension for a period of more than ten days, or expulsion, must have Board of Education approval and the administration decision with respect thereto constitutes the administration's recommendation to the Board of Education.
 - Suspensions out of school will occur when the nature of the misconduct or the length of the suspension makes it advisable.
 - The classroom teacher must assign detention before or after school in their classroom 24 hours in advance.
 - Suspension for Special Education students: An IEPC must be convened, prior to exhausting the 10-day suspension period, for the purpose of discussing the student's program and appropriate discipline.
8. Expulsion is complete separation from all school activities. Expulsion will occur only following a hearing conducted by the Board of Education pursuant to the policy and procedure it has adopted, which shall be made available to the student. Suspension may occur by the administrator pending the decision on expulsion by the Board of Education.
9. Discipline involving suspension for not more than ten (10) days or lesser discipline actions are administrative decisions. Parents/guardians will be notified by telephone, if possible, and the length of the suspension will be confirmed in writing. Administrators will take the initiative to confer with parents/guardians to plan the student's return to school.
10. A student or the parents/guardians may initiate an appeal of the principal's decision to the Superintendent within 24 hours of the decision. Further, appeal may be directed to the Board of Education.
 - All suspension decisions in excess of ten days and all expulsion decisions must be made by the Board of Education.
 - Students must be advised of the following rights, which may be exercised by the student, when a discipline matter is being considered by the Board of Education:
 - Specific statement of charges;
 - Right to be represented by counsel;
 - Right to present witnesses on the student's behalf;
 - Right to present any other evidence or arguments he/she wishes;
 - Right to be advised of the Open Meetings Act provision to request a closed or open hearing before the Board of Education.
11. Any of the steps above may be waived by the student and the student's parents/guardians, with the following exceptions: a) The principal has the discretion to call a Discipline Tribunal hearing; b) The Board of Education has the discretion to decide on expulsions and suspensions for ten or more days.

BEHAVIOR CODE OF APPLICATION FOR DISCIPLINE PROCEDURES

The ERHS Behavior Code, for which students may be disciplined, is applicable to all of the following times and activities:

while a student is attending school, while a student is on or in a school vehicle, while a student is at a school-related event or activity, while a student is under the jurisdiction of the school, while a student is going to or from school, or any appropriate interaction between students and staff occurring outside of regular school hours, activities, or grounds

The examples of misconduct set forth herein are not meant to be all-inclusive. The Behavior Code is intended to cover all inappropriate behaviors. The penalties indicated are guidelines. The specific penalty or corrective action may be increased or decreased from that set forth in the guidelines including, but not limited to, recommendation to the Board of Education for expulsion for all misconduct. The administration and Board of Education shall consider any factors deemed relevant in imposing a penalty or corrective action. Factors which shall be considered, in addition to any other mitigating or contributing factor deemed relevant, in determining whether to increase or decrease the penalty to other than the guidelines suggested under this Behavior Code, include:

- risk of harm to person or property by the action or behavior under consideration;
- risk of harm to person or property if the same or similar action or behavior were to subsequently occur on school property;
- prior conduct of the student whose action and behavior is under consideration;
- disposition and attitude of the student with respect to the behavior under consideration;
- Gravity/severity of action under consideration.

As used in this policy, first, second and third violations shall refer to the number of violations in any given school year.

Lunch Detention/After-School Detention (LD/ASD)

- A. Students are required to have enough material to study for the entire time when they check into detention. Reading magazines, books, newspapers, etc. for pleasure is not acceptable. The monitor's judgment shall be final.
- B. The following will NOT be permitted: visiting with friends, consuming food or beverage, sleeping, leaving your seat without permission, disrespectful language or behavior, and failure to use the entire time productively. Students who do not comply with the above will receive an additional detention. Chronic or serious violations will result in suspension.
- C. Students who do not serve their detention will have their detention time doubled. If either of those detentions is not served, the student will be assigned suspension time.
- D. If a student is unable to complete his/her assigned detentions at the conclusion of the school year, the student will be expected to serve the detention at the beginning of the following school year or make arrangements over the summer. Failure to serve may result in suspension.

In-School Suspension (ISS)

In-school suspension is intended to provide an opportunity for the development of positive behaviors, while reducing some of the negative academic consequences resulting from a regular out-of-school suspension. To be successful, in-school suspension requires cooperation on the part of the student, parent/guardian, and school personnel.

- A. All in-school suspensions will occur in the ISS room.
- B. Teachers will be notified and assignments will be arranged for the student to complete during the period of suspension.
- C. Teachers may require students to take a test in the ISS room at the same time that the rest of the class is working on the test in the regular classroom.
- D. All homework assigned during the time of the ISS must be completed by the end of the suspension period unless allowed otherwise by the teacher. Assignments completed after the deadline will not be accepted.
- E. While in ISS, students must follow the conditions established for ISS. Failure to do so will result in disqualification of the student from participation in the ISS program.
- F. A well lighted, clean and neat area is provided for students during their ISS time. It is expected that the students will use the area in a proper manner. Consequences for damage or destruction to school property are covered in the Eaton Rapids High School handbook.
- G. Adequate academic work will be provided to ensure intensive and serious study during the ISS time.
- H. In order for the student to receive credit for a day of in-school suspension, a student must complete a reasonable amount of work. Periodically and prior to dismissal, the suspension supervisor will evaluate the work accomplished that day to determine if the day will count. A daily record and exit evaluation will be completed and placed on file. If sufficient work is not accomplished in the judgment of the supervisor, credit will not be given for the day. The day will need to be repeated.
- I. ISS is intended to isolate the student from social contacts during the school day. Communicating with other students is prohibited.
- J. Under normal conditions, there will be two breaks, one in the AM and one in the PM, with rest room privileges each day for a period of 3-5 minutes. These breaks will NOT occur during the time that other students are passing between classes.
- K. Any student that accumulates more than 20 hours of ISS per semester will be subject to a finding of persistent disobedience which may result in out of school suspension for any further incidences.

BEHAVIOR CODE/DISCIPLINARY SANCTIONS

Class One – All class one behavioral infractions are considered to be extremely serious violations of the behavior code established for all students. Students who commit class one infractions will be subject to lengthy suspension and/or possible expulsion from school. Administration reserves the right to determine the level of discipline for a major violation of Board of Education policy and *Student Handbook* policy which may result in immediate recommendation for expulsion.

1. Arson - No student shall use fire or the threat of fire in any form to cause damage or disruption (such as, but not limited to, firecrackers, smoke bombs, threats, false alarms).
2. Assaultive Behavior and Fighting - No student shall engage in an aggressive, abusive, assaultive, or threatening action upon another individual or individuals through either verbal or physical action or conduct. Nor shall any student engage in any behavior deemed threatening or dangerous to another person or their property.
3. Weapons - No student is permitted to have in their possession any instrument which may be considered or used as a weapon which may be capable of inflicting bodily injury.

Any firearm of any type (including paintball, BB or Pellet Gun) or possession of any device defined as a weapon in the school code will be viewed as a major violation of Board of Education policy and Student Handbook policies and will result in immediate recommendation for expulsion.

4. Controlled Substances - Alcohol, narcotics, illegal stimulants, depressants or any substance that produces abnormal behavior are not allowed. Students are not to use, be under the influence of, or possess these substances or any paraphernalia commonly known to be intended for use with these substances.
5. Sale or Distribution of Alcohol, Narcotics, Stimulants, Depressants or Any Substance that produces Abnormal Behavior - A student shall not sell or distribute ANY substance that produces abnormal behavior or is represented to produce abnormal behavior or is represented to be a narcotic, illegal stimulant or depressant.

NOTE: The same penalties apply to any substance that looks like and/or is represented to be drugs, regardless of its content.

6. Smoking/Chewing Tobacco or Possession of - Smoking, chewing tobacco and the possession of tobacco or smoking materials by students is not allowed.

Class Two – Each class two behavioral infraction will, in addition to the prescribed consequences listed below, carry a five-point designation of weight for purposes of determining the existence of a pattern of persistent disobedience.

1. Ethnic Intimidation - All students are expected to treat one another with courtesy, dignity, and respect. No students are to be subjected to any form of harassment or intimidation based upon their ethnic status, their values or their beliefs. Violation of this policy will be considered as a serious infraction of the ERHS Code of Conduct and may result in suspension and/or other appropriate sanctions.
2. Harassment – It is the policy of ERHS to establish and maintain for all students and staff learning and working environment, which provides for fair and equitable treatment, including freedom from harassment. All students have the right to be treated with respect and are expected to conduct themselves with respect for the dignity of others.

Bullying. "Bullying" will be defined as the 'repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as teasing; physically assaultive behavior; verbal taunts; making threats; name-calling and put-downs, including ethnically-based or gender based verbal putdowns; extortion of money or possessions; or spreading of cruel and untrue rumors within the school.'

Students who engage in any act of bullying or intimidation are subject to a disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or when made by any student to another student or staff member or actions or words of a sexual nature that create an intimidating, hostile, embarrassing or offensive learning or teaching environment when:

Examples of what could be considered sexual harassment:

- sexual gestures with the hands and body,
- cornering, blocking, standing too close to or following,
- obscene or sexually explicit clothing and locker decorations,
- profane or sexually explicit remarks which ridicule another's sexuality or sexual orientation,
- spreading sexual gossip,
- sexually suggestive objects, books, magazines, photographs, etc.

inappropriate pictures taken and/or distributed of other students will result in immediate suspension until an expulsion hearing with the Board of Education is held.

4. Extortion and Stealing - No student shall attempt to extort anything from another student through intimidation or violence.

Students shall not take items belonging to other students, staff, third persons, or the school district.

5. Insubordination - Refusal to obey established and well-defined rules and school regulations or refusal to obey reasonable directions or instructions of school personnel. This includes deliberate or willful conduct detrimental to the normal functioning of a program or activity.
6. Unauthorized Computer Activity/Internet Use or Electronic Devices - In event any student undertakes any unauthorized use of or intrusion into school computers, their hardware, software, or programs, the following shall occur:

Internet Use - The use of computers by students must be consistent, at all times, with district and school policies regarding computer use. Students are, therefore, expressly forbidden to access, view, send, receive or download any image, information or matter that is obscene, inappropriate or inconsistent with school-related pursuits. Students are further informed that they may not communicate with other individuals via the Internet or communication devices (i.e. cell phones) unless they have the permission and are under the direct supervision of an instructor.

7. Vandalism - No student shall engage in a purposeful act of damage to school property or the property of others or the defacing and/or destruction of lockers. Students found vandalizing or tampering with fire alarms, extinguishers or the fire sprinkling system shall be subject to **recommendations for expulsion from the Eaton Rapids Public School District**. If such actions constitute violation of state laws or local ordinances, the school will seek prosecution of the offending individuals under the appropriate statutes.
8. Trespassing/loitering - A student may be disciplined for trespassing which is defined to mean being on school property during non-school activity time when not otherwise authorized by school administration, or being at locations on school property specifically precluded by rules, regulations, or direction of teachers or administration.

Class Three – Each class three behavioral infraction will, in addition to the prescribed consequences listed below, carry a two-point designation or weight for purposes of determining the existence of a pattern of persistent disobedience.

1. Attendance Violations – (See **Attendance Policy**)
2. Cheating – It is the school's intent to promote individual inquiry and self-reliance through independent work. We require that students do their own work, not copy directly from written materials or cheat from/with others. The work must represent a student's own diligence. Plagiarism is taking writing whether an entire composition, just paragraphs or particular sentences or ideas of another and passing them off as one's own product. This includes taking writing from the internet as well as other sources. Cheating is defined as the 'deliberate act of submitting work that is not the product of a student's efforts'. (See **Behavior Code/Disciplinary Sanctions**)
3. Classroom Misconduct – Teachers may utilize the "snap suspension" provisions established in *Section 1309 of Michigan's School Code* for serious incidents of misconduct in the classroom or refer misconduct forms to the administration for less serious classroom misconduct.
4. Dress Code Violations – (See **General Policies**)
5. Driving/Parking Violations – (See **General Policies**)
6. Inappropriate Display of Affection - Demonstration of one's affection toward another person has an appropriate time and place. Inappropriate display of affection and/or physical contact is not considered acceptable behavior at ERHS. (See **Behavior Code/Disciplinary Sanctions**)
7. Industrial Arts Safety Regulations – Students enrolled in industrial arts classes are responsible for following all safety practices established for the course. Students who act in an unsafe manner will be referred to the administration.
8. Loitering - Students are loitering when they are in the corridors or within the visible premises of the school building five minutes after classes have begun, and it is obvious they are not en route to class. Loitering is never allowed in Off-Limit Areas! *Off-Limit Areas* (to include loitering in restrooms):
 - a. Parking lots
 - b. All instructional halls during lunch periods
 - c. Any portions of the building which are not under the direct supervision of a staff member
9. Missed Detentions - Students assigned detentions for attendance violations will be expected to begin serving the detention the day following its assignment. Students who fail to report for assigned detentions will have their times of detention doubled. A second violation will result in suspension from school in recognition of the fact that the student has selected suspension rather than detention.
10. Persistent Disobedience – Students who demonstrate a recurring pattern of behavior that violates the behavioral expectations set forth for all students will be subject to a finding of persistent disobedience. Students may also be subject to a finding of persistent disobedience when, in the judgment of the administration, they have demonstrated a consistent disregard for the rules and policies of Eaton Rapids High School.
11. Personal Communication Devices – Cell phones/electronic communication devices are not to be visible or utilized anytime during the school day. Cell phones/communication devices must be turned off at 7:30 am (the first bell) and kept out of sight until the end of the school day. The school is not responsible for lost, stolen, or damaged cell phones. Any violation of this policy will result in a discipline referral and the confiscation for a period of not less than 24 hours of the electronic communication device. Further violations will result in a finding of persistent disobedience.

Inappropriate pictures taken and/or distributed will result in immediate suspension with the possibility of an expulsion hearing with the Board of Education.

Personal Sound Equipment is not to be used while in school other than during lunch periods.

12. Profanity/Obscenity – Students are expected to conduct themselves in all circumstances related to their attendance at school in a civil and appropriate manner. Vulgar or profane words or images will not be tolerated and will subject the offending students to disciplinary actions.
13. Treatment of Guest Teachers - Periodically the regular classroom teacher will not be in attendance. At that time, a guest teacher will be hired by Eaton Rapids Public Schools to teach and supervise the class activities. This teacher should be accorded all the respect and courtesies that the regular classroom teacher receives. The students should view this as a learning experience. The guest may have different expectations and the students should be prepared to meet this slight change in their daily routine. In the event that a student is uncooperative, the following penalty will be levied:

GENERAL POLICIES AND PROCEDURES

Administration of Medication to Students - Eaton Rapids High School fully complies with policy 5330; the term “medication” shall include both prescription and nonprescription medications taken by mouth, inhaler, injection (including epi-pen) or application (including drops and creams).

The administration of medication to students by school personnel or the self-possession and/or self-administration of medication by the student shall only be authorized and permitted following the completion of the *Permission Form for Medication*, which is available in the main office. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative, in writing, of any change in the child's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

After School Use of the Building - Students are not to be in the school outside of the regularly scheduled hours (7:00 am – 3:30 p.m.), at night, or during the weekend unless under the supervision of a faculty member or another adult.

Students participating in athletics and other co-curricular activities should not be in the building or using school equipment unless under the supervision of a faculty member or another adult. These activities must have administrative approval. Students found in violation of this policy will be subject to suspension as described for loitering.

Book Fines - Textbooks, paperbacks, library books and other instructional materials are loaned to students for their use. It is expected that students will care for these items and return them in sound condition. Students must return all textbooks to their teachers before taking the final examination. Fines and costs are assessed based on the deterioration of the textbook. When a textbook is issued, it is assigned to one of the following levels:

Level 1, **New**; Level 2, **Good**; Level 3, **Fair**; Level 4, **Poor**

When the book is returned, fines are assessed in the following manner:

- Assessment of \$10, if the text has sustained minor damage and/or requires rebinding.
- Assessment of 1/3 replacement cost, if text deteriorates two levels; for example, new to fair or good to poor.
- Assessment of 2/3 replacement cost, if text deteriorates three levels, for example, new to poor.
- Full replacement cost of book, if the text is completely destroyed or missing.

Cafeteria and Corridor Conduct - Conduct of students in hallways and in the cafeteria and the appearance of the cafeteria and hallways give lasting impressions to visitors as to the quality of school programs and the character of students. Disruptive behavior and litter create safety hazards for all that pass through. It is incumbent upon all students to refrain from disruptive behavior and littering corridors and the cafeteria. Students are not to bring glass bottles to school and are not to eat or drink outside the cafeteria unless given permission by the administration. Further...

- Any conduct that interferes with or restricts free passage in the hallways or cafeteria is prohibited.
- Students must pass through corridors quietly to be considerate of others in the halls, in the cafeteria and in the classroom.
- Trash is to be discarded in the containers provided. Keep the school clean by picking up paper from the floors.
- All students are to leave the school building within 15 minutes after dismissal for the day unless under the supervision of a staff member.

Clubs and Organizations - In addition to the broad program of subjects, Eaton Rapids High School offers to its students a variety of co-curricular activities. Faculty members outside of the regular school day supervise these activities. Students are urged to take an active part in some club or activity which include, but are not limited to: Art Club, Debate, Drama Club, Foreign Language Club, Industrial Arts Competition, National Honor Society, Odyssey of the Mind, Pep Band, Quiz Bowl, S.A.D.D. (Students Against Destructive Decisions), Science Olympiad, Ski Club, Social Studies Olympiad, Student Council, Writer's Club, Yearbook, and others as they may be developed or reactivated.

Dances, including Winterfest and Prom

- Dances are for ERHS students only, with the possible exception of Homecoming, Winterfest and Prom
- All procedures/rules/regulations stated in the ERHS code of conduct will be in effect

- Students may be asked to present their school ID for entrance
- No dirty dancing
- Guests for Homecoming, Winterfest and/or Prom must be pre-registered. Students must have a completed Eaton Rapids High School guest pass turned in to the main office one week prior to the dance in order to bring a guest/outside date.

Dress/Appearance – In general, you have the right to determine your dress provided that such attire is not destructive to school property, complies with the health code of the State of Michigan, and does not interfere with the educational process by disrupting the learning environment. The following rules will apply:

- Duffel/book bags/back packs and coats should remain in lockers during the school day.
- Clothes must be worn properly. For example, shirts should overlap the pants/slacks when seated and pants should not sag below the waist.
- Clothing, or jewelry, that is obscene, defamatory, or contains emblems, printing, or pictures advocating or advertising drugs, alcohol, or tobacco products is not permitted. Clothing with sayings that contain profanity or sexually suggestive language or that suggests attitudes which undermine the basic objectives of education are not appropriate.
- Jewelry or apparel that creates a health or safety hazard is not permitted.
- Chains are not permitted.
- Clothing which identifies an organization dedicated to the mistreatment of a minority, religious or social group is not to be worn at school.
- Tattered or torn clothing is not appropriate for school.
- No short shorts or spandex shorts are to be worn to school. Guideline – skirts and shorts should come to, or below, fingertips when hands are placed at sides of the body.
- Any manner of dress or appearance that presents an image which is offensive to the sensibilities of other students or staff and which is, in the judgment of the administration, disruptive to the learning environment will not be allowed.
- Tank tops (regardless of the shoulder-strap width), halter tops, shirts with spaghetti straps, shirts that reveal more than the neck line, and tops that reveal bare backs or midriffs are not appropriate for school.
- Hats and bandannas are not to be worn or carried during the school day.
- Slippers and/or pajama pants or tops are not appropriate for school.

First Violation will result in a warning provided the student immediately dresses appropriately.

Further Violations will result in suspension from school with re-admittance only after a successful meeting with the administration.

Note: No list of guidelines can be written that will anticipate potential dress and/or grooming extremes. In case of questionable dress, the administration will make the final decision.

Driving and Parking Regulations

A. ALL VEHICLES MUST BE REGISTERED

1. Permits to drive and park may be purchased for \$5 (\$1 for each additional vehicle) by any student who has a valid driver's license.
2. Permits are issued from the Eaton Rapids High School office. These permits will be valid during one school year.
3. Every vehicle must display a valid permit that must hang from the windshield mirror.
4. Students should recognize that automobiles parked on school property may be searched.

B. PARKING OF VEHICLES

1. Students are to park in lined parking spots only in the student parking areas.
2. Student parking in the staff areas is prohibited.
3. Eaton Rapids High School is not held liable for theft or damage to a vehicle in school lots. To prevent theft and unauthorized use of your car, please keep it locked at all times.
4. During the school day, students are not permitted to be in the parking lot unless they have received permission from the administration.
5. Vehicles are to stay off the grass/dirt at all times.

C. DRIVING OF VEHICLES

1. Students are not permitted to leave the school grounds during the school day without prior consent of the parent/guardian and high school office.
2. The speed limit on school grounds is 15mph. Careless or reckless driving on school grounds is prohibited.

D. DISCIPLINARY ACTION FOR VIOLATIONS

1. Refusal to properly register vehicle – loss of driving/parking privileges.

2. Unauthorized parking, driving, unauthorized transporting of passengers and/or loitering in parked cars – 1st offense results in ASD and further offenses may result in loss of driving/parking privileges, suspension from school, and/or towing at the owners expense.
3. Careless or reckless driving – consequences range from suspension of parking permit and driving privileges for 30 school days up to remainder of the school year to possible suspension from school.

Evacuation Procedures

- A. **Fire Drills:** A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. Practice fire drills will be held at least ten times throughout the year.
 - When the fire alarm sounds, students will immediately leave the room in an orderly manner.
 - Running is not permitted.
 - The first students to reach an outside door are to hold it open until all have left the building.
 - Students are to remain at least 50 feet away from the building until the signal is given to re-enter.
- B. **Tornado Drills:** A tornado stations plan is posted in each room. Students should study the plan and become familiar with it. Practice tornado drills will be held at least twice throughout the year.
 - The alarm will be given over the P.A. system and/or by messenger.
 - Physical education classes will go to their respective locker rooms.
 - All other teachers will take their classes to the designated area and sit on the floor next to the wall or under a table. Keep away from windows and glass. Students should take a book with them; sit down with their backs to a wall; place the book on top of their head.
 - No one is to leave the building.
 - Athletic contests and practices are automatically cancelled when students are dismissed from school.
 - Keep calm and follow instructions and procedures that are posted in your classroom.

Food and Pop will not be allowed in hallways and classrooms, but will be permitted in the cafeteria during lunch or on occasions when the cafeteria is being used for study areas.

Illness and Accidents – When a student is sick and reports to the office, the student's parents/guardians will be called immediately to pick up the student from school. It is assumed that if a student is sick, every effort will be made to release them to their parents/guardians, immediate family members or other authorized adults where proper care and attention can be given to assist the sick student. **If you are ill, you must check out in the office.**

In the event of an injury, you are to report to your teacher or an administrator. For serious injuries, your parents/guardians will be notified and advised of your condition. The instructor or person must file accident reports in the office within 12 hours after the accident involved takes place. Medical insurance covering student health concerns or injuries is not provided by the school district.

Lockers

- Lockers will be assigned to each individual.
- Students are to use the locker assigned to him/her. Switching lockers is not permitted.
- Keep lockers locked at all times! This is your responsibility.
- Lockers are the property of the school. Lockers are subject to inspection. (See section on School Lockers and Search and Seizure)
- Displaying inappropriate pictures or words, whether inside or on the outside of a locker, will result in loss of locker privileges for the year!
- All students are responsible for cleaning out their locker before or on the last day of school.

Lost and Found - If you lose an article or book, check the lost and found location in the main office. Please turn in any books or articles you find.

Media Center - The mission of the media center is to ensure that the students and staff of Eaton Rapids High School are effective users of ideas and information. The media center provides the students and staff of Eaton Rapids High School with research materials, recreational reading, and audiovisual materials. As a member of the Capital Area Library Network, the media center can provide additional materials through inter-library loan. The computer lab is available to students for the completion of class assignments during the day, as well as before and after school. Students wishing to use the computer lab must be registered Eaton Rapids Public Schools network users and willing to abide by the district's "acceptable use" policy.

Materials are borrowed from the media center for a two-week period, with the exception of reference materials and magazines. Reference materials include such things as encyclopedias, dictionaries, almanacs, etc. Reference materials and magazines can be borrowed at any time during the school day, but must be returned the next school day. There is no limit on the number of items that may be borrowed at one time, nor is there a limit on the number of times something can be renewed.

The media center is open to students before and after school, and during lunch for quiet study or reading. During the school day, students wishing to use the media center must have a pass from their classroom teacher. Students are to put their pass on the

circulation desk, and are to have their passes signed by the Media Specialist or his/her designee before they return to class. Any student that wishes to use the media center during their lunch hour must pick up a pass from the Media Specialist before the end of second hour that day. Those students that are off campus in the morning can pick up a pass from the lunch hour supervisor. The media center hours are as follows: Monday – Friday, 7:30am – 3:15pm.

Parent/Teacher Conferences – Parent/teacher conferences are held three times a year at the high school level, once in the fall and once in the spring. Fall and spring conferences are scheduled at progress report time. The dates will be published in the Daily Bulletin, the School Calendar, and the local paper.

Although there are only two formal conference periods scheduled, parents/guardians are free to contact teachers whenever they feel it is necessary. Appointments can be arranged through the school secretary or messages can be left for a return call. Teachers are here to serve the district and community. They need to be made aware of your concerns in order to provide the best education to the children/young adults of the community.

Posting Privileges - Approval for posting privileges will be granted to individual students, recognized school-sponsored organizations, as well as community groups whose activity is of benefit to the student body. In order for a sign to be posted, an administrator must approve it; otherwise it will be removed. The organization or individual requesting the privilege shall assume the responsibility for removal of material. The school reserves the right to deny posting privileges or to remove posted material considered not in the best interest of the school.

Student Conduct on School Buses - Bus transportation is a privilege established by the state legislature, administered by the district and funded by state and local taxpayers. Students are expected to behave on the bus in the same manner as if they were in school. All school rules of conduct shall apply to students on buses. In addition, school bus rules will be posted on all buses.

Transportation Policy for Off-Campus Educational Programs - It is the policy of the Eaton Rapids Public Schools to require all students who participate in off-campus educational programs to use the transportation provided by the school district. As a condition for earning the one-half credit for transportation to and from vocational classes, all vocational students must be present on their buses on time for daily attendance or submit permission forms to the guidance department signed by a parent/guardian allowing the student to drive. Students who fail to follow this procedure will be marked absent from their vocational classes and will also be subject to suspension from their vocational classes as well as Eaton Rapids High School.

Retention of Students After School:

- A bus student may be kept after school just as a non-bus student.
- Parents/guardians will be notified that the student will not be riding the bus and that other transportation arrangements will have to be made.
- Usually the student will be asked to stay on the night following the day the student is notified.
- Any teacher or school official has the right to retain a student after school for disciplinary purposes. Detention after school may be delayed 24 hours. This lag time will allow the student to make arrangements for fulfilling the detention assignment. Students that fail to stay after school, when directed to do so by the classroom teacher, will face disciplinary action set forth by the administration.

Visitors – All visitors during the school day must first stop in the main office and secure permission to remain in the building.

- Visitors during regular school hours are strongly discouraged.
- Any student wishing to bring a visitor should obtain permission from the principal at least one day in advance.
- The person sponsoring the visitor is responsible for this visitor's conduct and must accompany him/her at all times while he/she is in the building.
- Do not bring preschool children to school for babysitting purposes.
- Suspended students, dropouts, or students who have graduated will not be issued visitor's passes.

ATHLETIC PROGRAM

ERHS athletic squads participate in the Gold Division of the Capital Area Activities Conference. The Gold Division consists of Charlotte, DeWitt, Fowlerville, Haslett, Ionia and Eaton Rapids. All twenty varsity sports compete in the CAAC.

ATHLETIC POLICY REGARDING PARTICIPATION

An important goal of the Eaton Rapids Public Schools is to develop well-rounded individuals. Accordingly, interscholastic athletics, as well as other school activities, are offered to provide opportunities for growth and accomplishment. Students are encouraged to sample and participate in a variety of programs.

The Eaton Rapids Public Schools will not allow the use of school equipment and facilities by non-school organizations that promote philosophies contrary to ERPS. Additionally, there will be no promotion or publicity within our school for non-school programs contrary to this policy. Students and coaches are discouraged from participation in non-school activities during the school year, which resemble in any way a school team practicing or competing out of season.

FALL

Football (freshmen, junior varsity, varsity)
Men's Soccer (junior varsity, varsity)
Men's Tennis (junior varsity, varsity)
Cross Country (men and women)
Women's Volleyball (freshmen, junior varsity, varsity)
Women's Golf (junior varsity, varsity)
Cheerleading - Sideline
Women's Swimming/Diving

WINTER

Men's Basketball (freshmen, junior varsity, varsity)
Women's Basketball (freshmen, junior varsity, varsity)
Wrestling (junior varsity, varsity)
Cheerleading – Sideline and Competitive
Men's Swimming/Diving

SPRING

Men's Baseball (freshmen, junior varsity, varsity)
Women's Softball (freshmen, junior varsity, varsity)
Track (men and women)
Women's Soccer (junior varsity, varsity)
Women's Tennis (junior varsity, varsity)
Men's Golf (junior varsity, varsity)

EXTRA-CURRICULAR CODE OF CONDUCT

It is a privilege for students to participate in school-sponsored extra-curricular activities. Since the conduct of students reflects upon the entire school and community, students engaged in extra-curricular activities under the auspices of the ERPS are expected to act as model representatives of their school and abide by the provisions of the ERHS Extra-Curricular Code throughout the period of their participation in extra-curricular activities. This Code applies to all extra-curricular clubs and organizations including, but not limited to, all clubs and activities listed in the Student Activities and Services section of this handbook. THIS EXTRA-CURRICULAR CODE IS IN AGREEMENT WITH, AND IS SUPPLEMENTAL TO, THE ERHS STUDENT BEHAVIOR CODE.

Copies of the *Extra-Curricular Code* are available from the athletic office.

FIGHT SONG

Greyhounds, Greyhounds, we're for you
Here to cheer you onward
Marching on to victory for good ol' ER High
Fight, fight, fight
Never falter, never fail. We're with you all the way
Fight, fight – come on team fight
Victory for ER High