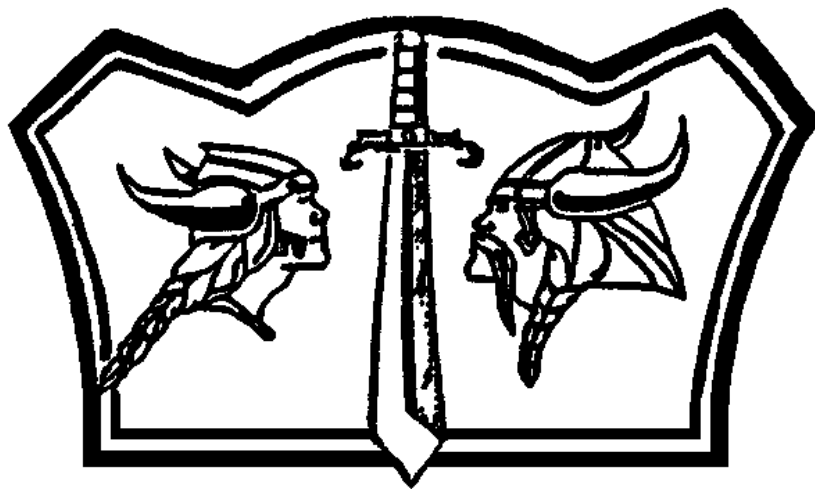


# Student Handbook



Grayling High School  
2011-2012

# **TABLE OF CONTENTS**

## **GENERAL INFORMATION**

Mission Statement .....	4
Nondiscrimination Statement .....	4
School Information .....	4
Directory Information .....	4
Hours of Operation .....	4
Bell Schedule .....	5
School Song .....	5

## **ACADEMICS**

Graduation Requirements .....	6
Dual Enrollment .....	7
Career Tech .....	8
Independent Studies Philosophy .....	9
Exam/Grading Scale .....	9
Personal Curriculum Policy .....	10
Plagiarism Policy .....	10
Early Graduation Option .....	11
Senior Absence Policy .....	11
Class Status, Testing, and Senior Advancement Guidelines .....	12
18-Year-Old Sign Out Policy .....	12
C.O.O.R. ....	12
Health Class .....	12
Testing Out Policy .....	13
Dropping a Class .....	13
GHS Cut Scores .....	13
Retaking Classes .....	14
Report Cards .....	14
Grade Point Average and Honors .....	14
Grayling Viking Renaissance Program .....	15
Transfers .....	16
Granting of Credit .....	16
Academic Difficulty .....	16
Student Records .....	16

## **SERVICES**

Counseling and Career Guidance .....	18
Daily Announcements .....	19
Food Service .....	19
Security Cameras .....	19
Skyward .....	19
Acceptable Use Policy .....	19
Student Illness .....	19
Student Homework .....	20
Student Insurance .....	20
Media Center .....	20
Telephone .....	20
Messages .....	20
Visitors .....	20
Closing School for Weather .....	20

## **STUDENT ACTIVITIES**

Student Activities .....	21
Admission Prices for Athletic Contests .....	21
Co-curricular Opportunities .....	21
Dances .....	22
Student Senate .....	22
Student Letters .....	22

**CODES, POLICIES AND PROCEDURES**

**STUDENT CONDUCT CODE**

Preamble .....	22
Due Process .....	23
Family Rights and Privacy .....	23
Disciplinary Procedures .....	23
Freedom of Speech, Assembly and Publication .....	24
Search and Seizure .....	24
Dress and Appearance .....	25
Co-Curricular Activities .....	26
Attendance .....	26
Transportation .....	26
Locker Policy .....	28
Closed Campus .....	28
Inappropriate Conduct, Insubordination, and Destruction of Property .....	28
Sexual Harassment .....	29
Illegal Substances .....	30
Technology Use .....	30

**ATTENDANCE CODE**

Introduction .....	31
Procedures .....	31
Parental Notice .....	31
Truancy .....	32
Appeals .....	32
Additional Applications .....	32

**STUDENT PROCEDURES**

Activity School Fund .....	33
Class Dues .....	33
Class Meetings .....	33
Clubs .....	33
Contests and Activities .....	33
Disciplinary Procedures .....	33
Distribution of Student Lists .....	35
Fire Drills .....	35
Fund Raising .....	35
Textbooks .....	35
Title IX .....	36

**CO-CURRICULAR CODE OF CONDUCT**

Membership Eligibility .....	36
Rules .....	36
Criminal Action .....	37
Attendance at Co-curricular Contests .....	37
Awards .....	37
Limitations .....	37
Code of Good Sportsmanship .....	38

**CRAWFORD AuSABLE SCHOOL DISTRICT POLICIES AND FORMS**

Technology Acceptable Use Policy .....	43
NEA Notification .....	45
Pesticide Notification Request .....	46
Student Accident Insurance .....	47
Authorization To Keep Directory Information Private .....	48

# ***GRAYLING HIGH SCHOOL***

## **MISSION STATEMENT**

Grayling High School is committed to an educational partnership between school and community that enables all students to reach his or her full potential.

## **NONDISCRIMINATION STATEMENT**

The Crawford AuSable School District does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to any of its programs, activities or policies. Any person having inquiries concerning the Crawford AuSable School District's compliance with the regulations implementing Title VI, Title IX, the ADA or Section 504 is directed to contact the Superintendent of the CASD.

## **SCHOOL INFORMATION**

Grayling High School is accredited by the North Central Association of Colleges and Schools (NCA) and is located at 1135 North Old-US 27, in Grayling. The school website address is: [www.casdk12.net](http://www.casdk12.net), click on high school. GHS is a member of the Lake Michigan Conference. The school colors are green and white, with the Viking as the mascot.

## **DIRECTORY INFORMATION**

Principal	Donna Boughner	989-344-3532	dboughner@casdk12.net
Assistant Principal	Tim Sanchez	989-344-3502	tsanchez@casdk12.net
Athletic Director	Eric Tunney	989-344-3423	etunney@casdk12.net
Counselor	Jennie Walker*	989-344-3510	jwalker@casdk12.net
* = students with annual individualized programs (i.e. 504's and IEP's)			
Counselor	Lynn Thompson	989-344-3511	lthompson@casdk12.net
Attendance/Reception	Cheryl Kercher	989-344-3508	ckercher@casdk12.net
<b>Attendance Voice Mail</b>	<b>Message Only</b>	<b>989-344-3528</b>	

**The attendance voice mail extension (3528) is a message only number for parents to call 24 hours a day, seven days a week to excuse their student. Parents are encouraged to use this number to excuse absences.**

**Student Messages:** Due to the large volume of last minute messages for students, we can not accept or deliver student messages after 2:40 p.m. We would like to be able to relay messages to your students, but after 2:40 it is not possible.

## **OFFICE HOURS: 7:30 TO 4:00 P.M.**

Students are welcome in the building between the hours of 7:45 a.m. and 3:00 p.m. Otherwise, students must be under the direct supervision of a coach or adult. Grayling High School office hours are 7:30 a.m. to 4:00 p.m.

## BELL SCHEDULE

1 <sup>st</sup> Hour	8:10-9:20	(70 minutes)
passing	9:20-9:27	(7 minutes)
2 <sup>nd</sup> Hour	9:27-10:37	(70 minutes)

### If A Lunch:

A Lunch	10:37-11:02	(25 min.)
passing	11:02-11:09	(7 min.)
3 <sup>rd</sup> Hour	11:09-12:19	(70 min.)
passing	12:19-12:26	(7 minutes)
4 <sup>th</sup> Hour	12:26-1:36	(70 minutes)
passing	1:36-1:43	(7 minutes)
5 <sup>th</sup> Hour	1:43-2:53	(70 minutes)

### If B Lunch:

passing	10:37-10:44	(7 min.)
3 <sup>rd</sup> Hour	10:44-11:54	(70 min.)
B Lunch	11:54-12:19	(25 min.)

## SCHOOL SONG

*Green and white of Grayling High School  
the colors we hold dear.  
Marching ever on to victory  
and we'll always cheer - - rah, rah, rah.*

*Loyal to our team and team mates  
the watch word of us all.  
For we love our dear ole high school  
and our standards must not fall.*

*Onward Grayling, score a basket (touchdown)  
and put this team to shame.  
Fight team, fight team, come on fight team  
and we'll win this game - - rah, rah, rah.*

*For the Vikings we of Grayling  
just can't and won't be beat.  
For we love our dear ole high school  
and we will not take defeat!!!*

# *A C A D E M I C*

## **GRADUATION REQUIREMENTS**

### **(CLASSES OF 2012, 2013, 2014, 2015)**

- I. Students graduating from Grayling High School regular day session:
- A. Must earn a minimum of twenty-seven (27) approved credits.
  - B. Must have earned:
    - 1. 4 credits of English Language Arts \*
    - 2. 4 credits of math—minimum of algebra, geometry, algebra II, plus a math course in the senior year. \*
    - 3. 3 credits of science, including 1 credit of biology, 1 credit of chemistry, and ½ credit of physics. \*
    - 4. 3 credits of social studies including ½ credit of Civics, ½ credit of Economics, 1 credit of U.S. History and Geography, and 1 credit of World History and Geography. \*
    - 5. ½ credit each of Physical Education and Health. \*
    - 6. 1 credit of visual, performing or applied arts (vocational education, industrial education or business technology). \*
    - 7. 1 credit of a language other than English.
    - 8. Online learning experience guideline, not for credit: (EDP creation using online resources in social studies classes).
  - C. All requirements cited above must be met except in the case where individuals are approved for an individually prescribed alternative educational program by the building Individual Educational Planning Team.
  - D. According to the Michigan School Code, students have the privilege to demonstrate competency in any of their required classes. Students should refer to the G.H.S. Testing-Out Policy in the G.H.S. Student Handbook.
- II. Students must have full-time enrollment status in their final year in order to participate in graduation ceremonies.
- III. Students graduating from G.H.S. must have taken the complete MME (Michigan Merit Exam/state mandated AYP assessment) in their junior year.
- IV. Community Service: In order to develop a sense of community responsibility, students are required to complete a minimum of 40 hours of community service within their four years or ten hours per year for those enrolling at GHS after their freshman year. The service must be documented and turned into the media center. Forms may be obtained in the office and are also available on-line.
- A. Community service hours for family members must have prior administration approval.
  - B. 40 hours of community service is to be documented in the counseling office by the end of second trimester of a student's senior year.

## DUAL ENROLLMENT

Dear Student:

In an effort to meet students' needs and interests, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school. This is called "dual enrollment."

A new law, Public Act 258 of 2000, created the Career and Technical Preparation Post-secondary Options Act. This Act took effect April 1, 2001, and will be administered by the Michigan Department of Career Development. The Act directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACT PLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both the school district and post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The college courses must not be offered by the district and must lead towards accreditation, certification and/or trade licensing. An exception to this could occur if the school determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be hobby craft, recreation courses, or in the subject areas of physical education, theology, divinity, or religious education.
6. Tuition and Fees -
  - The Crawford AuSable School District pays for tuition and registration fees only.
  - **All materials, including textbooks, are to be purchased by the students.** If the students' classes match the C.T.E. schedule, he or she may ride the C.T.E. bus. The district is not responsible for any expenses related to transportation, parking, or activity fees.
  - **If a student fails a course or drops a course beyond the time during which the post-secondary institution will refund the school district, the student is responsible for repaying the school district for the course.** If a student fails to repay the school district, the district may apply penalties as prescribed by local district policy. A student who fails to complete a course due to a family or medical emergency is exempt from the repayment requirement.
7. Credit - Eligible students are allowed to choose whether credit earned at a career and technical preparation course will apply to high school or the post-secondary institution or both. The amount of high school credit is determined by the school district and shall be counted toward graduation requirements.
8. The Grayling High School Habitat Project will be seeking outside support for funding and at the time of handbook publication it was not certain if KCC credit would be available.

Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment that you qualify for tuition and fee support, and you wish to participate, contact your counselor: Jennie Walker (students with 504 plan, special ed, etc.) or Lynn Thompson (A-Z).

Sincerely,

Donna Boughner, Principal  
Grayling High School

# GRAYLING HIGH SCHOOL

Donna Boughner  
Principal

Crawford AuSable School District  
1135 North Old US-27  
Grayling, MI 49738  
Phone (989) 344-3508  
Fax (989) 348-7799

Tim Sanchez  
Assistant Principal

Dear Career Tech Student and Parent/Guardian,

As a career tech or dual-enrolled student, it is important that you are aware of the career tech attendance policy. **Career tech classes** require that students attend Tuesdays and Thursdays. If Grayling High School has a scheduled half day due to parent teacher conferences or professional development, career tech students are still expected to attend their classes at Kirtland. However, if GHS students are scheduled to have a whole day off for professional development, holiday, break or vacation, students do not have to attend career tech classes. In the event of a snow day or unexpected school closure, students will not be required to be at Kirtland.

The attendance expectations for the handful of students that are **dual-enrolled** in classes not available at GHS are different. With the exception of snow days, dual enrolled students are to attend class whether GHS is in session or not. This includes spring break. These are college-level classes and students are earning college credits at the district's expense. It is expected that they will treat these classes as such and put in the time necessary to be successful.

**All career tech students are required to ride the bus to and from Kirtland every day. If a student has a good reason to drive such as medical appointments, family commitments, athletics or work schedules, he or she must get a driving pass from the GHS main office at least one day in advance. Special Note: It is against CASD school board policy for GHS students to transport other students to Kirtland. Students that violate any driving rules will be dropped from the program and may risk having a full schedule of classes at GHS. This letter is their written warning.**

Career and technical education students will take three GHS classes each trimester. This will be helpful for many as students work towards graduation credit requirements. Third hour ends with B lunch at 11:54. Therefore on CTE days, some students will eat lunch on the bus which leaves at noon.

Students who enroll in career tech classes do so knowing that they will miss some "special events" such as assemblies. These events are not a valid reason to miss Kirtland classes.

We are fortunate to be able to offer these classes to our students through the COOR Area Career Tech Center and Kirtland Community College. Grayling High School pays a tuition fee to the ISD for each enrolled student; however, the money is well spent when students take advantage of this opportunity. If you have any questions regarding attendance of these programs, please feel free to contact me at 344-3532, or the Assistant Principal, Tim Sanchez, at 344-3502.

Sincerely,

Donna Boughner  
Principal

## INDEPENDENT STUDIES PHILOSOPHY

- I. A student may:
- A. Want to take a class in a special interest area which the school may not offer.
  - B. May need a specific class during a time or trimester when the class is not offered.
  - C. May want to pursue research or extensive study in a singular area.
- II. The independent studies program allows this individualized curricular approach to occur. The following procedure must be used in developing a proposal to take a class by independent studies:
- A. The student may secure an independent studies application from his/her counselor. The counselor can assist the student by helping to clarify specifically what the student really wishes to achieve.
  - B. The student must approach a teacher with the approved application for the course to gain the teacher's agreement to supervise the course.
  - C. The student and teacher must develop a contract for the course in writing containing the following information:
    - 1. Complete course outline.
    - 2. Materials to be used.
    - 3. Frequency and method of reporting to the instructor.
    - 4. Items for evaluation.
    - 5. Method of evaluation.
    - 6. Time limit of the course.
  - D. **The contract including written approval from the parents and counselor must be presented to the principal for final approval. Approval must be granted at least two weeks prior to the start of a trimester unless special circumstance exist.**
  - E. If final approval is granted:
    - 1. The contract is filed in the counselor's office.
    - 2. The teacher must report the results of the course to the counselor upon the completion of the course or elapse of the time limit.
  - F. REMINDER - The student is responsible to carry out responsibilities as outlined in the contract.

### GHS Course Exam/Grading Scale

A	(92.46-200)	=	4.0
A-	(89.46-92.45)	=	3.7
B+	(86.46-89.45)	=	3.3
B	(82.46-86.45)	=	3.0
B-	(79.46-82.45)	=	2.7
C+	(76.46-79.45)	=	2.3
C	(72.46-76.45)	=	2.0
C-	(69.46-72.45)	=	1.7
D+	(66.46-69.45)	=	1.3
D	(62.46-66.45)	=	1.0
D-	(59.46-62.45)	=	.7
E	(below 59.45)	=	0.0

The end of course exam grade counts for 20% of the final course grade.

### Required Science Course Exam/Grading Scale

A	(92.46-200)	=	4.0
A-	(89.46-92.45)	=	3.7
B+	(86.46-89.45)	=	3.3
B	(82.46-86.45)	=	3.0
B-	(79.46-82.45)	=	2.7
C+	(76.46-79.45)	=	2.3
C	(72.46-76.45)	=	2.0
C-	(69.46-72.45)	=	1.7
E	(below 69.45)	=	0.0

The end of course exam grade counts for 20% of the final course grade.

## **Personal Curriculum Special Education CASD Board of Education Policy**

**This policy does not override CASD or  
Michigan Merit Curriculum (MMC) Graduation Requirements.**

**Credit will be granted for the following courses and a Personal Curriculum is not needed if the Pacing Guide and Course Syllabus are completed as described in A.:**

Resource Room English 1 and 2  
Resource Room Science Courses  
Resource Room Essentials of Chemistry  
Resource Room Essentials of Physics  
Resource Room World History and Geography  
Any Inclusion High School Courses  
\*Resource Room Math

- A. The content expectations to be mastered as well as the percentage of content that students must have to demonstrate mastery will be determined by the Pacing Guides and Course Syllabus for each course. These documents fully establish the timelines and details related to the MMC and its implementation in each of the courses listed above.**
  
- B.** If the MMC content within the above courses is further modified so that the content is less than what is in the Pacing Guides, a personal curriculum must be created for the student. At least 70% of the content in the Pacing Guides must be mastered for the student to earn credit with a Personal Curriculum. Additionally, in general education courses, staff may determine that credit (CR) will be given instead of letter grades if 70% of Power Standards are mastered. A Personal Curriculum will not be necessary in these cases.  
  
\*All students taking Resource Room Math need a Personal Curriculum.
  
- C. The final grade in the course, which considers performance on the final exam, will be used as the performance parameters to determine whether the student has demonstrated mastery of a sufficient amount of the MMC core content to receive credit.**
  
- D.** If a student has a Personal Curriculum for a certain course, the trimester exam cut score requirement for that course is a C- or better to show mastery and earn credit in that course.
  
- E. Students that complete CASD, MMC and Personal Curriculum requirements will earn a CASD diploma. These students will also participate in the graduation ceremony as long as all CASD Board requirements related to graduation participation have also been met.**
  
- F.** Students that have not completed MMC but have reached IEP goals and earned the appropriate number of credits as established by the Michigan Department of Education and CASD policy will earn a Certificate of Completion. These students will also participate in the graduation ceremony as long as all CASD Board requirements related to graduation participation have also been met.

## **GHS PLAGIARISM POLICY**

### **CONSEQUENCES**

Acts of plagiarism, knowingly or unknowingly, will result in an academic dishonesty referral by the teacher and consequences under two categories will result:

**ACADEMIC:** These consequences will be determined by the classroom teacher, and will be detailed on the course syllabus.

**ADMINISTRATIVE ACTION:** Administrative staff as a result of the referral will determine these consequences. These consequences may range from a student conference to suspension or other actions as deemed necessary according to the severity of the incident. **Special Note:** Additional administrative involvement will become necessary with repeat offenders and chronic cases, and loss of credit in the course may result.

## EARLY GRADUATION OPTION

The Crawford-AuSable School District advises caution in pursuing an early departure from high school. The purpose of the 4-year high school program is to provide students with a combination of academic, vocational and social experiences that will prepare them for entry into the world of work, further training, or post-secondary education. Most students graduating from high school exceed minimum requirements because they are just that--a minimum.

A student who, for educational and vocational reasons, wishes to graduate from high school in less than the normal four year, 9-12 sequence, may request permission. Examples of reasons to be given consideration are hardship circumstances, vocational opportunities, enlistment in the military, pursuit of a continuous specialized education objective and college entrance.

**The following MUST be agreed to by the student and his or her parent or legal guardian for permission to be granted.**

1. The request for early graduation must be made "in writing" 5 weeks before the end of the trimester within which graduation will take place.
2. Upon early graduation, the applicant will not be enrolled as a student of G.H.S. They will no longer be eligible for participation in co-curricular activities or any class or school activities that require full-time or legal student status.
3. The student will not be eligible to participate in graduation ceremonies or associated events such as Senior Honors Night.
4. The student who graduates early will not be eligible for local or other scholarships, which are administered through the high school counseling office.
5. The student's GPA will be computed with his/her final trimester grades; he/she will not be ranked with their class. It is important to note that the official transcript will not reflect twelve trimesters of coursework. The diploma will reflect the student's actual date of graduation.
6. G.H.S. will not allow students to "double up" on English or other department credits for the sole purpose of graduating early.
7. No summer school, correspondence or independent study courses will be accepted for early graduation.
8. Students who qualify for Federal special education programming would need to be released from their respective programs. With graduation, legal obligation to provide any further educational services by the C.A.S.D. would cease.
9. The student's counselor will complete the early graduation checklist to document the process.

**\*Final approval for early graduation rests with the high school principal.**

## SENIORS AND PARENTS OF SENIORS

The purpose of this policy is to ensure that seniors are taking full advantage of their senior year. Often times excessive absences lead to the student earning NC (No credit), and missing valuable classroom instruction.

### SENIOR ABSENCE POLICY

1) Students with **more than two No Credits (NC)** at the end of the second and third trimester combined and thereafter due to attendance, **will not participate in commencement exercises.**

**OR**

2) Beginning after the second official count day of the school year, students that **excuse themselves**, have **unexcused absences**, or that the **parent excuses** the student excessively for one or more classes for reasons not covered in the attendance policy (usually, because the student does not need that class to graduate) will face the following:

- A. The student will meet with parents and administration, and the student may be removed from the classroom and given a No Credit (NC) at the end of the trimester. An NC is figured into the student's GPA as an E.
- B. Once this happens for more than two course subjects/classes, the student will NOT participate in commencement exercises.
- C. Dropping a CTE class at Kirtland equals three No Credits (NC).

**Special Note: An excused absence is when the student signs out in the office and leaves with parental permission or as according to the 18 year old sign out policy.**

**"Skipping" is an unexcused absence. It occurs when students are out of any class or lunch period and are not excused. The consequences for skipping will be in addition to the senior absence policy and are listed in the hand book.**

## CLASS STATUS, TESTING AND SENIOR ADVANCEMENT GUIDELINES

**Twelve credits are required to achieve Junior Status and to take the MME:** It is in the best interest of the student to make sure that they have had the opportunity to experience course work that will allow the best performance on the 11<sup>th</sup> grade state exam, the MME, which includes the ACT. Therefore, students that finish 10<sup>th</sup> grade with fewer than 12 credits will not be considered juniors. This indicates that they are more than 3 credits behind which indicates the failing of more than 6 classes. Students in this situation will be counseled to begin credit recovery and take the MME the following school year.

**19.5 credits required to achieve Senior Status:** Students that finish their 11<sup>th</sup> grade year with fewer than 19.5 credits will **NOT** be given Senior Status. These students do not have the potential to earn enough credits to graduate with the current senior class and will need to make plans for credit recovery. These students will be considered juniors until the point and time that they have at least 19.5 credits. These students will **NOT** participate in senior class activities.

### 18 YEAR OLD SIGN OUT POLICY

- All students must meet with administration to learn the rights associated with signing himself or herself out of school.
- Students that are 18 must follow the same guidelines as a parent when it comes to providing doctor slips, etc.
- Students are **NOT** allowed to sign out for lunch. Administrative permission is required.

### C.O.O.R.

All students attending vocational classes at C.O.O.R. must remember that they are receiving valuable training at no cost to them and that they are representing Grayling High School.

1. C.O.O.R. vocational classes will be meeting Tuesdays and Thursdays from 1:00 p.m. to 6:00 p.m.
2. The school will provide bus transportation for all students enrolled in the program. **Students are required to take the GHS Kirtland bus to and from the campus. Students must have their own transportation home from Grayling High School at 7 p.m. when they arrive back from Kirtland. Please read letter on page 8 of this handbook.** (See Student Code of Conduct Section I for consequences for misbehavior on bus or failure to ride the bus.)
3. Attend class regularly. Absences are reported to our office.
4. All students applying to the vocational programs must have earned at least twelve credits toward graduation. Acceptance to these programs is determined by a Screening Placement Committee. One and one half (1 1/2) credits may be earned each trimester in these programs.

### HEALTH CLASS

Parents have the right to review the materials used in the class. One trimester of Health is required for graduation from Grayling High School.

This course covers the following topics through means of class discussions, audiovisual aides, guest speakers, study sheets, objective unit tests and a final examination. Mental and physical health including dealing with tensions and our local health department role; nutritional health including dieting and food fads; substance use and abuse including definitions, effects, preventions, treatments, and rehabilitation in areas of alcohol, tobacco and drugs; growing toward maturity and developing an understanding of sexuality including a discussion in areas of prenatal development and care, heredity, human birth process, infancy and early childhood, puberty, male and female reproductive systems, ovulation and menstruation, adolescence and the development of sexual attitudes; prevention and control of communicable disease including definitions, processes and prevention and control of venereal disease, infectious mononucleosis, the common cold, hepatitis, athletes foot among others; and American Red Cross Standard First Aid and cardiopulmonary resuscitation (CPR). HIV/AIDS will be implemented into the Health curriculum as mandated by state law.

## HEALTH CLASS CONTINUED

The State law and accreditation agencies require health instruction in school. The law also requires schools to allow students to be released from the class during sex education instruction upon written request of parents with no penalty to the students for such removal. Any request should come directly to the principal. The school will be happy to arrange for a parent conference with the instructor and/or principal to discuss any aspect of this course.

## TESTING OUT POLICY

In compliance with Michigan P.A. 380, Section 1279 (B), the Crawford AuSable School District will provide high school students with yearly opportunities to “test out” of courses at Grayling High School. Forms are available in the counseling office. Administration must approve any test out accommodations. Special Education accommodations are provided in regular education classes.

## DROPPING A COURSE/SCHEDULE CHANGES

Students must have authorization from their counselor to drop or add any class. If their counselor feels the reason for a class change is valid and warrants such action, the student’s course may be changed. If the course change would affect graduation requirements, parent permission will be required. **In most cases, the philosophy that the students must live with their commitments will prevail.** Students and/or parents disagreeing with the counselor's decision may appeal that decision in writing to the principal. **Unless extenuating circumstances exist, counselors will not make schedule changes after the first week of any trimester.**

Students will receive a copy of their complete course schedule in August. Schedules may be changed during the week prior to the start-up of the school-year. A request will only be granted when the change is necessary to meet or enhance graduation requirements or college/career goals. Schedule change request forms are available in the high school counseling office or on our website ([www.casdk12.net](http://www.casdk12.net)).

- If a student is experiencing difficulty in a particular course, please communicate throughout the trimester with the teacher by email through the [casdk12.net](http://casdk12.net) web site (click on Schools, High School, and then Staff) before requesting a schedule change.
- Student schedules are distributed the first day of each new trimester and are available for printing and viewing on Skyward.

## GHS “CUT” SCORES

Grayling High School is required to establish “CUT” Scores by the Michigan Department of Education.

The following “CUT” Scores are used to determine when a student has earned credit in a course at Grayling High School. In all courses, Credit (CR) may be given instead of letter grades if 70% of the Power Standards are mastered.

### **CORE COURSES:**

#### **Social Studies and English Language Arts**

- \* Cut Score = 60% (D-) or better

#### **Mathematics All Courses**

- \* Cut Score = 70% (C-) or better
- \* Special Note: Lower grades that are earned for example a D- are issued; however, the student will not, in most cases, be advanced to the next level in the math sequence.

#### **Science Required Courses**

- \* Cut Score = 70% (C-) or better
- \* Special Note: E’s are given if grades are earned that are below a 70%. Students must retake the required courses if a grade of 70%/C- is not earned as the content is essential for the MME.

## GHS “CUT” SCORES CONTINUED

### Science Elective Courses

- \* Cut Score = 60% (D-) or better
- \* Exception Advanced Biology 85% (B) or better to get into some higher science courses i.e. Anatomy and Physiology

### ELECTIVE COURSES:

#### Introduction to Art and Beginning Drafting

- \* Cut Score = 70% (C-)

#### All Other GHS Elective Courses

- \* Cut Score = 60% (D-)

## RETAKING CLASSES

### POLICY

- o Students retaking failed classes are given the grade they earned while retaking the class. The failing grade they earned previously will remain on their transcript.
- o Students who pass a course and choose to retake it will have CR (credit) placed on the lower grade on their transcript. The credited course does not apply toward the content graduation requirements, but is used in elective credit necessary for graduation.
- o Students who pass a core course with a C, C+ or B-, and choose to repeat the course in order to meet a pre-requisite for a more advanced course, will receive CR (credit), not a grade, for the repeated course. The original grade will stand. If the pre-requisite grade is earned, permission will be granted to enroll in the more advanced course. Any repeated course will count as elective credit.

### PHILOSOPHY

- Students are encouraged to retake required classes in which they have received a “C-” or lower. Students who pass a course and choose to retake it will have CR (credit) placed on the lower grade on their transcript. The credited course does not apply toward the content graduation requirements, but is used in elective credit necessary for graduation. For example, my son received a “D+” in the first part of geometry and the second time received a “B-” as his grade. The “D+” turned into a credit (CR) because he, indeed, passed the class and the CR was applied to elective credit.
- Students and parents should not be given the choice about retaking failed required classes. Their schedules should just be changed. The week before a term ends, counselors should be given a note from the teachers telling them students who are not able to pass at this point.
- During the one-week period of class changes, student failures need to be addressed. Students need to be removed from elective classes and have their schedule rebuilt based on required classes being taken.

## REPORT CARDS

Report cards will be distributed to students three times a year. The first day each class meets, the teacher will outline objectives and expectations for the class so that each student will understand what must be accomplished to attain a passing grade. Students must report any error or omission on their report card to the instructor involved before the end of the following trimester so that a timely correction may be made.

## GRADE POINT AVERAGE AND HONORS

- I. Grade point averages will be figured on the following basis: A=4, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2, C-=1.7, D+=1.3, D=1, D-=.7, and E=0. Students receiving an A, B, or C grade in an Advanced Placement (AP) course will receive one (1) additional honor point in determining their grade point average (GPA). Therefore, an A=5 points, B=4 points and C=3 points. Grade point averages will be carried out to three decimal points. An overall G.P.A. of 3.0 (B) must be attained for a student's name to appear on the Honor Roll. In addition, a student may not receive an "I" (Incomplete) “E”, “D”, or “N/C” (No Credit), and be on the honor roll.

## GRADE POINT AVERAGE AND HONORS CONTINUED

- A. **SENIOR SCHOLARS:** At the end of the second trimester of their senior year, students will have their cumulative GPA and ACT scores calculated, using the following formula:  $GPA \times 16 + ACT$ ). The first senior scholar will be Valedictorian and the second senior scholar will be Salutatorian.
- B. **HONOR GRADUATES:** Students who have met all graduation requirements and have earned a cumulative G.P.A. of 3.0 or higher following the winter trimester of their graduation year will be designated "Honor Graduates." Honor graduates are comprised of:
- **Summa Cum Laude (G.P.A. 3.9 or above)** will receive a purple cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony, and be noted in a special part of the graduation program;
  - **Magna Cum Laude (G.P.A. 3.7 - 3.899)** will receive a red cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony, and be noted in a special part of the graduation program;
  - **Cum Laude (G.P.A. 3.5-3.699)** will receive a green cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony, and be noted in a special part of the graduation program;
  - **Honor Roll (G.P.A. 3.0-3.499)** will receive a gold cord and will be noted in the program. No rounding up of GPAs will be allowed to meet honor graduate status.
- C. **LAKE MICHIGAN CONFERENCE ALL ACADEMIC TEAM:** The Lake Michigan Conference sponsors an award program to honor top students from the schools comprising the conference. Each school is allowed to nominate the students with the 12 highest scores according to the senior scholars formula above. Our Lake Michigan Conference All-Academic Team is honored at a program in the spring, sponsored by the LMC, and at Senior Honors Night.

### GRAYLING VIKING RENAISSANCE - "GVR"

The goal of the GVR program is to Respect, Recognize, Reinforce and Reward the things that we value at GHS so that our students will achieve their very best Results! GVR "AAA" = Achievement-Attitude-Attendance

GHS students will be welcomed into Renaissance if they meet the criteria listed below. Report card and main office data from the preceding trimester will be used to determine membership eligibility. Eligible students will be given the appropriate level membership card along with the earned membership benefits. **Each trimester, membership will be re-evaluated.** New cards will be distributed. Additionally, benefits will also be given to any new students that have earned GVR membership for the first time!

### GVR LEVELS, CRITERIA AND BENEFITS

A benefit for GVR students is entry into athletic and other events (fundraising events excluded) with current valid trimester GVR card.

#### Viking Hero - Green

##### **Criteria**

- 4.0 Cumulative GPA
- No write-ups or detentions
- No countable absences
- No unexcused absences

##### **Benefits**

Front of the line status  
Use your card as a hall pass privilege  
Special Parking Spot  
T-Shirt  
Platinum Book  
Released first to any meeting or assembly  
Special Events and Parties  
Recognition Memo

#### Gold

##### **Criteria**

- 3.5 or higher Trimester GPA
- No write-ups or detentions
- No more than 2 countable absences
- No unexcused absences

##### **Benefits**

Use your card as a hall pass privilege  
T-Shirt  
Platinum Book  
Released first to any meeting or assembly  
Special Events and Parties  
Recognition Memo

## GRAYLING VIKING RENAISSANCE - "GVR" CONTINUED

### Silver

#### **Criteria**

- 2.00 Trimester GPA
- No write-ups
- No more than 8 countable absences
- No unexcused absences

#### **Benefits**

Platinum Book  
T-Shirt  
Special Events and Parties  
Recognition Memo

### Bronze

#### **Criteria**

- .5 improvement from cumulative GPA to Trimester GPA
- No Out of School Suspensions
- No more than 8 countable absences
- No unexcused absences

#### **Benefits**

Platinum Book  
Special Events and Parties  
Recognition Memo

#### **Special Notes:**

- The GVR membership and program board has the right to add or remove GHS students from membership, at any point within a trimester, to uphold and support the intended purposes of the Grayling Viking Renaissance (GVR) Program.
- GVR students must have membership cards to take advantage of benefits.
- Lost membership cards will **not** be replaced.

## TRANSFERS

For transfer of credits, please refer to C.A.S.D. Board Policy 8040.

## GRANTING OF CREDIT

Credit will be granted on a trimester basis. One half credit per trimester will be issued for each course successfully completed. Also, students who successfully complete a full year of zero hour Jazz Band will earn one-half credit.

## ACADEMIC DIFFICULTY

Grayling High School has a Student Assistance Team that meets weekly. This team's goal is to monitor students that are not making academic progress. Additionally, parents are invited to e-mail or call teachers any time they have questions or concerns.

## STUDENT RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge are outlined in the CASD Policy Board Manual available on-line or by request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18 except the teachers, officials, and school liaison officers of this school district \* who have a legitimate educational interest or upon federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records and parental or student consent is needed.

\*Teachers and officials of this school district shall include those teachers and/or consultants hired by C.O.O.R. Intermediate School District to provide educational service to children in the Crawford AuSable School District.

*\*=A person having a legitimate educational interest is defined as the principal, assistant principal, any teacher who has that student in one or more classes or a person who is otherwise working with that student as a counselor, school liaison officer, social worker, school nurse or providing supportive special services such as speech therapy diagnostician, occupational therapy, etc.*

## STUDENT RECORDS CONTINUED

The following shall be considered as directory information and as such will be made available to the public: student's name, names of the student's parents, class rosters, athletic rosters with height, weight, grade level and birth date, honor rolls, award and scholarship winners, pictures, major field of study, and names of co-curricular activity participants. G.P.A.'s will be released only as needed for school-related activities and as approved by the administration. Parents of students (or students if 18) who do not want the above information released regarding their child (or themselves) must notify the high school office in writing within five school days of the opening of the school year or the date of enrollment. The parent is to secure written acknowledgment of receipt of request by school.

### A. HEARINGS PROCEDURE ON STUDENT RECORDS

If a student is 18 years or older or a parent of a student under 18 wishes to challenge contents of records (a) the parent/student must file a written request for a hearing with the principal of the school retaining custody of the records, (b) the principal will hold a private hearing (unless a public hearing is requested) within five (5) school days of receipt of the request. (c) persons wishing to appeal the outcome of the hearing may request an additional hearing with the superintendent. The request must be in writing and will be conducted within five (5) school days of receipt of the request. Said hearing will be private unless otherwise requested, (d) persons wishing to appeal the outcome of the hearing with the superintendent may file a written request with the superintendent for a hearing with the Crawford AuSable School Board. Said hearing will be conducted at the next regularly scheduled school board meeting.

### B. TYPES OF RECORDS KEPT AT GRAYLING HIGH SCHOOL:

1. CA60 - Official school record including only objective information; academic record (grades and credits), notification of academic difficulty, standardized test scores, health records, attendance data, personal data (birth date, address, parents, etc.) and interest inventories and aptitude tests. This file will be sent in its entirety to a requesting school upon transfer.
  - a. ACCESS - May be accessible only to school personnel, the student, and parents of the student. School personnel may gain access through permission of the administration, counselors or special education coordinator after demonstrating legitimate educational interest. Non-school personnel must have written permission of the parent (if the student is under 18) or the student (if 18 or over) to gain access. Parents and students may gain access through the administration, counselors, or special education coordinator.
  - b. REVIEW - Upon entry to high school and graduation from or dropping from high school. Primarily, only academic records will be retained after graduation.
2. CONFIDENTIAL RECORD - Subjective information such as legal or clinical findings including certain personality test results and psychological reports and teacher ratings and opinions including parent-teacher conference reports.
  - a. ACCESS - Same as 1 above except that this record may be obtained by receiving school, upon transfer only, with written specific permission by the student (if 18 or older) or by the parent (if student is under 18).
  - b. REVIEW - Yearly by special education supervisor and counselors. Any non-pertinent information must be destroyed. This entire file must be destroyed when the student reaches the age of 26.
  - c. No records, files or data directly relating to an individual student shall be disclosed to anyone without the consent of and notification to the student, or the parents or guardian of a student under 18, except in cases where the Family Educational Rights and Privacy Act of 1974 and regulations promulgated under that law do not require such consent and notification. Consent and notification is not required where the disclosure is to teachers, officials, and school liaison officers of this school district who have a legitimate educational interest. A person having a legitimate educational interest is defined as the principal, assistant principal, school liaison officer, any teacher who has that student in one or more classes, or a person who is otherwise working with that student as a counselor, social worker, school nurse, or who is providing supportive special services, such as speech therapy, diagnostician, occupational therapy, etc.
3. DISCIPLINARY RECORD - Disciplinary reports, requests and action, transcripts from phone conversations with parents and hearings, records of suspension and expulsion, attendance, and tardiness action, disciplinary contracts.
  - a. ACCESS - Only through the administration. Records are accessible to school personnel only upon demonstration of legitimate educational interest. Open to students and parents upon request to administration.
  - b. REVIEW - At the end of each year. Destroy within one year of graduation.
  - c. All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine certain official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge including hearings on a challenge, have been established by the Board of Education and will be made available upon request.

## STUDENT RECORDS CONTINUED

4. PERSONAL, CONFIDENTIAL FILES OF SCHOOL PROFESSIONALS - These are the personal property of the professional and may contain notes, interview transcripts and other memory aides for use in counseling or aiding students.
  - a. ACCESS - Only through the professional who owns the files. Access will be determined solely by that professional. Professional ethics demand that these records be accessible to students and parents through the professional. These records are not available to receiving school, upon transfer, without specific written permission.
  - b. REVIEW - Should be reviewed yearly and all non-pertinent information should be destroyed. Entire file must be destroyed when the student graduates, permanently leaves the school or when the professional leaves the school.

### C. STUDENT ACCESS TO FILES

Any student may review his/her file by making the request in writing at least 48 hours in advance through a counselor or administrator. The counselor or administrator may waive this time requirement at their discretion.

### D. RECORD OF ACCESS

A record of access to files (1 and 2) will be kept on the files indicating person gaining access, person or persons giving permission for access and legitimate educational interest given for access. The attendance secretary will keep a like record for disciplinary files.

### E. ENTRIES TO RECORDS

Entries to records 1 and 2 above may be made only through the administration, the counseling staff or the special education supervisor.

#### DIRECTORY INFORMATION ACCESS:

The following shall be considered as directory information and as such will be made available to the public: student's name, names of student's parents, class rosters; athletic rosters with height, weight, grade level and birth date; honor rolls, award and scholarship winners, pictures; and names of co-curricular activity participants. G.P.A.'s will be released only as needed for school-related activities and as approved by the administration. Parents of students (or students if 18) who do not want the above information released regarding their child (or themselves) must notify the school counseling office, **IN WRITING, WITHIN FIVE SCHOOL DAYS OF THE OPENING DAY OF THE SCHOOL YEAR OR THE DATE OF ENROLLMENT.**

## *S E R V I C E S*

### COUNSELING AND CAREER GUIDANCE

- I. Two counselors will be assigned to grades nine through twelve. Students and parents should feel free to take advantage of these services.
  - A. Counseling - Counselors shall attempt to hold a minimum of two individual counseling sessions for their assigned students annually. The first session is to include a discussion of such items as problems, needs, goals, and college and vocational information. The second session may pursue any of the above items further but will be primarily a discussion of educational plans and course selections for the coming school year. Additional counseling sessions may be initiated either by the student or by teacher referral.
  - B. Vocational and College Guidance - A comprehensive program of college and vocational guidance shall be conducted by the high school counselors and shall provide abundant information regarding colleges, scholarships, careers, job markets, vocational and technical training, etc.

### II. Ethics

The American Counseling Association and the American School Counselor Association endorse a code of ethics for counselors, which includes confidentiality of the counselor/counselee relationship. The school counselors respect the inherent rights and responsibilities of parents for their children, and endeavor to establish a cooperative relationship with parents to facilitate the maximum development of the counselee. Michigan law requires counselors to report to the appropriate parties (1) suspicion of child abuse or neglect, and (2) indications that the student may be a danger to himself or others.

## DAILY ANNOUNCEMENTS

Any teacher or school sponsored organization wishing to have an announcement read must have the written announcement in the office by the end of school on the day preceding the day the announcement is to be placed in the daily bulletin. All announcements must be signed by teacher or school sponsor. All announcements will be read daily in the classroom. The announcements are posted daily on the GHS website and on various televisions throughout the school. To keep interruptions to a minimum, no announcements will be made over the P.A. without permission from the administration or designees.

## FOOD SERVICE

Lunch time is provided in the cafeteria in two sessions. A student's lunch period is determined by the student's teacher for the 3<sup>rd</sup> hour class. Lunches are served daily at the same time. Breakfast will be served in the cafeteria daily.

A full meal program, including breakfast, is offered at the high school. Students can purchase individual food items in the cafeteria, from vending machines, or bring their own meal. An application for free and reduced priced meals is included in this handbook. Applications are also available from the food service department. All students, including those approved for free and reduced priced meals should pick up their account number from the food service staff in the cafeteria either before school or during lunch hours.

The cafeteria will be much more pleasant if each individual cleans up after his/her self. **The consumption of food and beverages should be confined to the cafeteria during the time our breakfast and lunch programs are scheduled, unless otherwise approved by administration.** Beverages brought into the building are to be in non-breakable containers that are as spill proof as possible. Students are not allowed out of the cafeteria during the lunch period except with permission.

An electronic debit system is used to keep track of student purchases. Each student is issued an account number. Debit cards may be used if the student has a card, however, new cards will not be issued. The account number is all that is necessary to access the student's account. This allows parents/guardians and students to deposit money in advance in their individual student account for meals and other food items. Deposits may be in cash or by check. Students must have cash or money in their account to make a purchase. Charging of complete meals or other food is not accepted in the high school. Each time a purchase is made, the account balance is adjusted and the student may ask the cashier for the amount in his/her account. Refunds are only made upon written request from the parent or guardian.

## SECURITY CAMERAS

For the safety of your children, security cameras are used in the hallways and other public areas within the high school.

## SKYWARD

Skyward Family Access is a secure internet-based website that will allow parents and guardians to easily keep track of nearly everything their student does while at school. Among other things, this new service will allow parents to view their student's attendance, grades, schedule, progress, assignments, and emergency information. It will even allow emergency information to be viewed. Skyward Family Access is a free service and is available to all parents with children enrolled in the district. In order to begin using Family Access, parents and guardians will need to register for a login and password. Contact Margaret Knapp (344-3513) in the GHS Media Center for details.

## ACCEPTABLE USE POLICY

Computers are used to support learning and to enhance instruction consistent with the purposes of the Crawford AuSable School District. The Internet—a collection of interconnected computer networks around the world—expands classroom and library media resources by providing access to information, images and computer software from places otherwise impossible to reach. It is a general policy that all computers used through the CASD Network are to be used in a responsible, efficient, ethical, and legal manner. All students who use computers must have an Acceptable Use Policy (AUP) on file with the district. AUP forms are available on the district website, [www.casdk12.net](http://www.casdk12.net), click on technology, or from the high school main office.

## STUDENT ILLNESS

- I. **Illness:** If you become ill during the school day, you should immediately report to the office. Any student leaving the building during the school day must follow proper sign out procedures. Failure to do so will be considered a "willful absence" (skip) and will be processed as such. School personnel shall not be required to be custodians of any medication except as required by written medical order of a licensed medical person. All medication must be in original container and properly labeled. Only oral medication will be issued unless in an emergency situation. Please request a medication administration form from the main office for administration of medication at school. The self-administration and possession of a medication will only be allowed if the student's physician supplies written rationale

## **STUDENT ILLNESS CONTINUED**

as to the need for self-administration/possession and the directions for taking the medication. The student and guardian must meet with the building administration for final approval. The guardian must put permission for the student to possess/administer the medication in writing. For clarification of medication administration, refer to Board Policy 8670.

- II. Head Lice:** Head lice are a common and recurring problem in every school. In an effort to control the outbreaks of head lice, the Crawford AuSable School District has a no nit policy. Children throughout the school may be checked on a regular basis as a means of controlling this pest. Should live head lice or nits (eggs) be discovered on your child, you will be notified to pick your child up from school immediately. Your child's siblings will be checked for head lice or nits. You must return with your child to check in at the office upon returning to school after treatment, and your child will be re-checked before returning to class. Your child will be rechecked after 7-10 days from the date of return. If you should discover a case of head lice, please notify the school immediately. Remember. . . anyone can get head lice and it does not reflect poor hygiene. By working together and being consistent in our approach to this pest, we can keep it under control. For further details of the head lice policy, refer to Board Policy 8515.

## **STUDENT HOMEWORK**

Homework requests for excused students may be requested from the main office. In order to give teachers appropriate time to compile homework requests, all requests must be made prior to 9:00 a.m. and may be picked up from the main office after school. The time frame for students to turn in homework after being absent from school for an excused absence shall not be less than the time frame that the student was gone from school. Any request for homework made after 9:00 a.m. will be ready for pick up at the end of the following school day.

## **STUDENT INSURANCE**

Students will be furnished with information regarding insurance coverage at the beginning of the school year. Parents choosing to take advantage of this opportunity may purchase such coverage. The school does not provide accident insurance coverage for individual students.

## **MEDIA CENTER**

The Media Center offers to all students a wide selection of materials for learning, enrichment, and leisure. Student I.D. numbers are also their library numbers. Books and magazines can be checked out for three weeks while reference books, including encyclopedias, can be checked out overnight. The Media Center also has laptops and desktop computers, digital cameras, scanners, and other various kinds of equipment for students to use for school projects. Students are encouraged to take advantage of this facility and all that it offers.

## **TELEPHONE**

Pay telephones are provided for students' use. The bells in these phones have been removed and no calls may be received. The school office phones may not be used by students except in emergencies or for school business. In this case, office staff will make the telephone call.

## **MESSAGES**

Due to the large volume of last minute messages for students, we can not accept or deliver student messages after 2:40 p.m. We would like to be able to relay messages to your students, but after 2:40 it is not possible.

## **VISITORS**

All visitors must report to the main office immediately upon entry into the building. Entrance is through the southeast main entrance door (front doors) only. Visitor parking is located in parking area in the front of the building. The only visitors allowed will be parents and /or legal guardians of high school students, scheduled speakers, performers, presenters, volunteers, and/or contractors. Student-aged visitors are not allowed. The administration reserves the right to approve all visitors.

## **CLOSING SCHOOL FOR WEATHER**

In the event that the schools are closed because of road conditions, the decision will be announced early in the morning over radio stations: WGRY, WQON (100.1 FM), WUPS (98.5 FM), WKHQ/WMBM (96 FM/1340 AM), WPHN (90.5 FM), WKLT/WAIR/WKPK (97.5 FM); and T.V. Stations FOX, WWTV/WWUTV (Channel 9/10), WPBN (Channel 7 & 4), WGTU/WGTQ (Channel 29). Students are encouraged to pick up this information from the radio or call the school hotline.

## CLOSING SCHOOL FOR WEATHER CONTINUED

Please do not call the school. The decision to cancel activities will be made early in the afternoon and will be made public over radio stations WGRY, and WQON.

To reach the HOTLINE:

1. Call the district automated number, 344-3501. A recorded greeting will be heard.
2. Dial 2 followed by the hotline number (600) and the # key.
3. Hang up immediately following the end of the message.
4. Hotline numbers can be reached 24 hours a day, seven days a week.

## *STUDENT ACTIVITIES*

The Student Code of Conduct applies at all school-related activities on or off campus. The school reserves the right to refuse entry to any students or guests at co-curricular activities. Some examples of situations in which entry may be refused include but are not limited to the following:

- reasonable suspicion that: the student and/or guest may be in possession of or under the influence of drugs or alcohol or in possession of a weapon or other dangerous object. In the case of drugs, alcohol, weapons, or other dangerous objects, the school response will include an attempt to contact parent/guardian of student involved and immediate referral to law enforcement for responsive action.
- inappropriate attire for the school activity as determined by an administrator and/or school dress code.

## ADMISSION PRICES FOR ATHLETIC CONTESTS

Admission fees are listed below:

Children	- Under three, free
Adults	- \$ 5.00
	- \$ 3.00 regular middle school events
Students	- \$ 4.00
Seniors 62 and older	- Opportunity to receive a lifetime pass
Family Pass	- \$150.00
Student Pass	- \$25.00
Single Adult Pass	- \$90.00

Grayling High School GVR students will receive free entry into athletic events with **current valid trimester GVR card**.

## CO-CURRICULAR OPPORTUNITIES

The clubs listed below may or may not be offered each school year.

### **STUDENT ORGANIZATIONS:**

BPA	Equestrian Club	Fly Fishing Club	Forensics
Student Senate	Theater	Youth in Government	
National Honor Society (open to juniors and seniors with a minimum 3.50 grade point average).			

### **OTHER LEADERSHIP OPPORTUNITIES**

Hugh O'Brian - a three day conference - one sophomore from GHS will attend every year.  
Boys and Girls State - a week long government seminar - 3 boys and 3 girls annually attend.  
Michigan State Police - Kiwanis Law Enforcement Career Academy

### **MUSIC**

Choir            Jazz Band            Marching Band (football games and parades)    Pep Band (varsity basketball games)

### **SPORTS**

Fall	- Junior Varsity and Varsity Football	Junior Varsity and Varsity Girls Volleyball
	Girls Golf	Varsity Boys Soccer
	Boys Tennis	
Winter	- Skiing	Freshmen, Junior Varsity and Varsity Boys Basketball
	Wrestling	Freshmen, Junior Varsity and Varsity Girls Basketball
Spring	- Junior Varsity and Varsity Boys Baseball	Junior Varsity and Varsity Girls Softball
	Boys Golf	Varsity Girls Soccer
	Boys and Girls Track	Girls Tennis

## DANCES

The Student Senate assigns dance sponsoring organizations according to requests they receive. It is the responsibility of the sponsoring organization to contact chaperones. Chaperones are responsible to supervise for student safety and ensure adherence to the Student Code of Conduct. For all dances there must be a total of at least 10 chaperones: four teachers, in addition to a sponsor, and five other adults must be present. A list of chaperones plus information regarding type of dance, cost, etc., must be received by the administration by 12:00 noon Wednesday of the week the dance is to occur or the dance will be offered to another organization or canceled. Any organization picking up a forfeited dance has until 12:00 noon on the Friday of the week the dance is to be held to turn in all necessary information or the dance will be canceled. The student dress code will apply to all school dances. Stricter standards may apply to prom and other semi-formal dances. Once a student goes outside the building, they may not return to that dance. No student will be admitted to an after game dance more than 30 minutes following the end of the game or to an all school dance more than one hour following the start of the dance. Dances will end as follows: Prom and semiformal dances (Homecoming) from 8:30 to 11:30 p.m.; all other dances end at 11:00 p.m. The only dances for which guest passes can be requested are homecoming, prom, and snowgoing (the winter spirit week semi-formal dance). To receive a pass, the GHS student must fill out a guest request form to get approval from administration. Requests for students 21 or older, or those attending middle school, will not be granted. All passes are approved on a case-by-case basis and GHS administration has the final say as to the approval or denial of a guest pass. Additionally, all guests must show some form of identification such as school I.D. card, drivers license, or Michigan I.D.

## STUDENT SENATE

Student Senate operates as the governing agency unifying all student organizations under one governing body. The purpose of the Senate is to aide in directing activities at the school and to promote cooperation and a positive atmosphere within the school and community. The senate consists of an executive board and the vice president and representatives from each class senate. Non-members are welcome to attend meetings. The executive board members must be enrolled in the class to maintain these positions. Two members of the Senate may serve on the SLC or CAIT committees. The Senate members who serve on these will earn one community service hour for every two meetings attended and will also earn a leadership pin after serving two years.

## STUDENT LETTERS

Students can earn a school letter for recognition of their achievement in the following categories: academic, fine arts, leadership and sports. Once a letter is received in one category, a pin or bar will be issued for recognition of the criteria being met in other categories. Awards are based on the previous school year's achievement. Letters will be awarded at the GVR Kick-off Rally.

Criteria for earning an academic letter:

<u>GRADE</u>	<u>GPA</u>	<u>TRIMESTER</u>
9th	4.00	3 <sup>rd</sup>
10th	3.60	6 <sup>th</sup>
11th	3.50	9 <sup>th</sup>
12 <sup>th</sup> *	3.40	11 <sup>th</sup>

\*Awarded at honors night of senior year.

The criteria for earning a letter in the other categories will be made known by the appropriate advisor/coach involved and will be on file in the office.

# ***CODES, POLICIES AND PROCEDURES***

## STUDENT CONDUCT CODE

### **PREAMBLE**

The basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities.

Administrators, teachers, and staff also have responsibilities and rights. They are required by law to maintain a suitable environment for learning and have the responsibility for maintaining and facilitating the learning process.

## STUDENT CONDUCT CODE CONTINUED

In our school community, it is expected that students will take full advantage of their right to an education. It is expected that they will come to school with a positive attitude to learn, participate in social activities, and respect the rights of others.

An important part of students' education is the right to make decisions and the responsibility to accept the results of those decisions. To protect the rights of all students, the Student Conduct Code has been established. Violations of the Code may include but are not limited to detention, suspension or expulsion from school, referral to law enforcement and/or appropriate agencies.

We are proud of our students. We expect that they will make wise decisions and use their classes, programs, and activities to the fullest.

### RIGHTS, RESPONSIBILITIES AND LIMITATIONS

When a student reaches the age of 18, they may file a request in the office to assume their own parental responsibilities regarding attendance, report cards, etc. The parents will then be notified by the school regarding the student request.

#### A. DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to administration of discipline in schools of the Crawford AuSable School District.

1. Disciplinary authority shall be exercised with reasonableness and fairness.
2. A student must be given the opportunity for a meeting with the appropriate school administrator if the student, parent or guardian requests.
3. The procedural due process rights to which a student is entitled under the constitutions of the United States and the State of Michigan depend upon a number of factors. Thus, other portions of this code of conduct describe the procedural due process rights to which students may be entitled in given situations.

#### B. FAMILY RIGHTS AND PRIVACY

See "Student Records" previously outlined in the handbook on page 16, as well as CASD Board Policy 8940.

#### C. DISCIPLINARY PROCEDURES

1. Detention -
  - a. All rules of the handbook apply.
  - b. You must have something to work on or to read.
  - c. No computer access.
  - d. No talking, sleeping, eating or drinking.
  - e. No bathroom breaks.
  - f. If a student misses their detention, they are assigned In-School Suspension all day the following school day.
2. In-School Suspension (ISS)
  - a. All rules of the handbook apply.
  - b. You must have something to work on or to read.
  - c. No computer access unless approved.
  - d. No talking, sleeping, eating or drinking.
  - e. Bathroom breaks are taken at the discretion of the supervisor.
  - f. If a student does not follow the ISS rules and needs to be removed from ISS, they will be suspended then must complete their ISS the following school day.
3. Out of School Suspension (OSS)
  - a. Students must complete work for the classes missed
  - b. Students may not be on any Crawford AuSable School District property during the term of their suspension. In addition, if they are suspended on a Friday, they may not attend weekend events.

## STUDENT CONDUCT CODE CONTINUED

### D. FREEDOM OF SPEECH, ASSEMBLY AND PUBLICATION

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves or shall not interfere with or disrupt the educational process. The use of obscenities or personal attacks are prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.
4. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors and submitted to the administration 48 hours in advance. This is to give the administration an opportunity to review the material for anything that appears questionable so that students will enjoy reasonable rights.
5. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
6. Libel, obscenity, and personal attacks are prohibited in all publications.
7. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by the students of the school district at times and in places as designated by the school authorities.
8. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

### E. SEARCH AND SEIZURE (See CASD Board Policy 8130).

1. To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or vehicles driven by students under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.
2. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action and possible immediate referral to law enforcement.

#### a. Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, cell phone, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or stolen materials, or that the student has violated school district rules.

#### b. Locker Searches/Spaces Provided By The School

Student lockers or any space provided for student use by the school are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Students are not to share lockers. The students assume full responsibility for their personal belongings and possessions at all times in all locations within the school. Inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Students have no reasonable expectation of privacy for that space.

#### c. Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. Students who want to exercise this privilege must follow the rules set by the school on safe driving and in the Student Code of Conduct. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of vehicles driven by students on school property. The interiors of vehicles driven by

## STUDENT CONDUCT CODE CONTINUED

students may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, or stolen materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### d. Seizure of Illegal Materials

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

### e. Definitions

- (1) Contraband - is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or paint, guns, knives, weapons and incendiary devices.
- (2) Reasonable Cause - is the standard for a search on school property or at school related events which is based on the specific reasonable inferences which the school official is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband, a bulge in a pocket, etc.
- (3) Possession - includes but is not limited to the act of possessing contraband or any dangerous or illegal device/weapon:
  - (a) Physical Possession: under a person's direct control.
  - (b) Constructive Possession: knowledge of, access to, and/or ability to control.

## F. DRESS AND APPEARANCE

1. The school district policy prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. The board desires to keep schools and students free from threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior.
2. Clothing or grooming shall be considered unacceptable if it creates a clear and present danger to the health and safety of the students or other persons, or creates or potentially creates a material and substantial disruptive influence on the educational process. Footwear shall be worn at all times. Specific religious customs may be accommodated at the discretion of the principal. Students will not be allowed in class unless appropriately attired. Students will be asked to secure baggy clothing, change the articles of clothing or be sent home as determined necessary by administration and may be subject to disciplinary action.

Unacceptable attire includes, but is not limited to:

- a. Dress determined to be gang-related.
  - b. Clothing with obscenity, inferences of obscenity, sexual innuendos, illustrations, references to, or promotions for alcohol, tobacco, or illegal substances.
  - c. Apparel that inappropriately exposes the body or undergarments such as but not limited to: baggy, torn, or low-cut pants, tank tops, halter tops (must have an over-the-shoulder cut like a sleeveless blouse), bare midriffs (no open or T-backs), short clothing, fish net, spandex shorts and pants, bedtime attire.
  - d. Hats, bandannas, headbands, 3-corner scarves, no headgear, wallet chains, spiked accessories, and choke chains. Hats must be stored in student lockers between the hours of 8:05 a.m. to 2:53 p.m.
  - e. Shorts/skirts must be at least fingertip length.
3. Special health and safety standards may be required for students enrolled in classes such as industrial arts, physical education, and science education.
  4. Special Occasion and Holiday Dress/Decoration: Appropriateness is subject to approval by the administration; if deemed inappropriate, the student will be asked to: remove or change the article or clothing, or be sent home as determined necessary by administration. Masks are not to be worn to classes during the school day.

## STUDENT CONDUCT CODE CONTINUED

5. Certain co-curricular activities or organizations may require specific reasonable dress requirements at certain times. Since participation in such organizations is voluntary, students shall be required to dress in compliance with the rules established by the organization and/or its sponsors.

### G. CO-CURRICULAR ACTIVITIES

1. Students are governed by school district rules and regulations and are subject to the authority of school district officials while attending or participating in school activities or events on or off campus.
2. The school reserves the right to refuse entry of any student or guest at any co-curricular or athletic event. (See "Student Activities" section.)

### H. ATTENDANCE

1. The district supports and upholds the State compulsory education law. Students are expected to attend classes regularly and to be on time in order to benefit from educationally sound activities; e.g., class participation, lectures, special instruction and individual help in skill development, group discussions, spontaneous dialogue among teacher and students, performance tests, and instructional materials.
2. Continuity in the learning process is seriously disrupted by excessive absences and tardiness. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally are more successful, enjoy school more, and are more employable.
3. Refer to Attendance Code

### I. TRANSPORTATION

1. School Buses
  - a. Bus riding is a privilege. Common sense and respect for others is expected. Safety is a concern for all. The bus driver has the primary responsibility for the safety of students. Therefore the bus driver has the authority to enforce all bus rules. The following rules shall be observed:
    - (1) Follow directions.
    - (2) Nothing is to be placed outside the windows or doors of the bus including hands, head, and personal items.
    - (3) Stay in assigned seat or area and keep aisle clear.
    - (4) Students may eat on the bus only with driver permission.
    - (5) Excessive noise presents a safety hazard and is prohibited.
    - (6) Inappropriate behavior such as horseplay, pushing, teasing and throwing things is prohibited. Students are to keep their hands to themselves.
    - (7) Unlawful items and dangerous weapons are not permitted on the bus. Other prohibited items include snowballs, paperwads, spitwads, water guns or water containers, shaving cream, skateboards, and any other items that may create a disruption or a safety hazard
    - (8) Items not to be used on the bus include spray containers, nail polish or remover, perfume, glass containers, and other items that may create a disruption or a safety hazard.
  - b. Students violating the rules shall be subject to the disciplinary process which may include the suspension or removal of bus riding privileges.
2. Kirtland Community College Student Bus Rule Violations

Items a through e below will be handled and communicated by the transportation supervision and driver(s). In each case, the process will include parent/student contacts as well as notification to the assistant principal.

- a. 1<sup>st</sup> offense: The student will be assigned to a seat at the front of the bus for at least one week/driver makes parent, transportation supervisor and GHS assistant principal contacts.
- b. 2<sup>nd</sup> offense: The student will be assigned 1 full day of ISS/ transportation supervisor makes parent, student and GHS assistant principal contacts.
- c. 3<sup>rd</sup> offense: The student will be assigned to 1 to 3 full days of OSS depending on the level of the offense/transportation supervisor makes parent, student and GHS assistant principal contacts.
- d. 4<sup>th</sup> offense: The student will be assigned 3 to 5 full days of OSS depending on the level of the offense/ transportation supervisor makes parent, student and GHS assistant principal contacts.

## STUDENT CONDUCT CODE CONTINUED

- e. After the 5<sup>th</sup> violation: The student will be dropped from the KCC program. This notification will be sent to the parent by the GHS assistant principal in cooperation with the transportation supervisor.
- It is a privilege to attend KCC. GHS is proud to send students. We provide transportation to ensure attendance and to keep students safe. If a student chooses to misbehave on the bus, he or she will face the above consequences. If a student chooses to drive himself/herself without permission, or to transport another student to or from Kirtland, he/she may be removed from the program.
- When a student is suspended from school, he or she may not attend KCC.
- He or she may not drive to KCC.

### 3. Motorized Vehicles

- a. Driving to school is a privilege, not a right. Students driving to school must register their vehicle with the office and obtain a parking tag annually. Students must display parking tag from rear-view mirror with number facing out. Students without a permit will be ticketed and lose their driving privileges. Refer to "parking lot procedure" permit. (All terrain vehicles (ATV) are prohibited).
- b. High school students are to use the designated areas in the large north end parking lot only. Violations will result in the loss of parking privileges and vehicles may be towed at the owner's expense.
- c. Students are to drive in a safe and lawful manner at all times. Violations of safe and lawful driving are subject to the disciplinary process including the loss of parking privileges.
- d. Once a vehicle is driven on school property, it must be appropriately parked and LOCKED! No student is allowed to loiter in or around vehicles. Permission must be received through the school office to go to a vehicle while school is in session. Students in the parking lot without permission will be subject to the disciplinary process which may include detention, suspension or expulsion from school.
- e. Students driving to school accept all responsibility for the vehicle and its contents.
- f. Students are not to drive themselves or transport other students off campus during the school day without following proper sign-out procedures. Violators are subject to the disciplinary process which may include, but is not limited to temporary or permanent loss of driving privileges.
- g. Student parking is a privilege and subject to the following conditions: Parking lot is subject to visual surveillance at any time. Upon reasonable suspicion of a school official to believe that illegal, unauthorized, or stolen materials are contained inside, the interior may be visually and/or physically inspected without notice, student consent, or search warrant.

### 4. Snowmobiles

All students wishing to drive a snowmobile to school must register their snowmobile with the main office and obtain a parking sticker. This form must be completed EACH YEAR. Students driving unregistered snowmobiles will not be allowed to drive to school for the remainder of the year.

- a. Students are to park only in front of the school building in the designated area and at least 15 feet away from the front of the building. This will allow room for the snow plow. Students must not block entrances to school or park on or near sidewalks.
- b. Signs will indicate where to enter and exit school property.
- c. Students are not to drive on sidewalks leading to the main entrance or in front of the school where busses line up for student loading and unloading.
- d. Helmets must be stored on snowmobile. No additional storage space in school is provided for gear. All gear must be stored on snowmobile or in student locker.
- e. Students must provide a snowmobile safety certificate which will be copied and kept on file.
- f. Students must have a valid snowmobile registration and trail permit which will be copied and kept on file.
- g. Snowmobiles will also be required to pass a safety inspection conducted by the school liaison officer.
- h. All students driving their snowmobile to school must annually register their snowmobile with the main office. The GHS parking sticker must be visible.
- g. All snowmobiles must have a parking permit decal. Students without a permit will be ticketed and lose their driving privileges.
- h. Students are expected to drive with care -- safe and lawful driving is expected at all times. Violations of safe driving are subject to loss of driving and parking privileges.
- i. The speed limit while on GHS property is 15 m.p.h.
- j. The principal's office holds the right of dismissing driving and parking privileges for any violation of rules.

## STUDENT CONDUCT CODE CONTINUED

- k. Parking lots are off limits at all times while school is in session. Permission must be received through the main office to leave the building while school is in session.
  - l. Student parking is a privilege and subject to the following conditions: Parking area is subject to visual surveillance at any time. Upon reasonable suspicion of a school official to believe that illegal, unauthorized, or stolen materials are contained inside, the snowmobile may be inspected without notice, student consent, or search warrant.
  - m. Snowmobiles must be removed from school property each day and cannot be left on the premises overnight.
  - n. Grayling High School is not responsible for any damage to snowmobiles while on GHS property.
5. Non-Motorized Vehicles
- a. Bicycles: Bicycles ridden to school must be secured with a lock. The school accepts no liability for bicycles that may be lost, stolen, or damaged.
  - b. Skateboards/scooters/skates: Skateboards, scooters and all forms of skates may not be brought to school.

### J. LOCKER POLICY/SPACES PROVIDED BY THE SCHOOL

Subject to the following conditions, a locker will be provided for the convenience of each student. Lockers offer only a degree of safety for coats and texts, and should never be used for valuables or money. Students who violate the following conditions are subject to the disciplinary process.

1. A locker and combination will be issued to each high school student.
2. Students may not double up in lockers unless assigned that way.
3. No stickers, writing or items that may cause damage is allowed in or on the lockers. Students defacing or damaging lockers will be responsible to pay for repair or replacement and may not be issued a locker again.
4. The lockers have a built-in combination lock. Combinations must not be shared with anyone. No additional locks may be placed on the lockers.
5. Students whose lockers require an abnormal amount of summer cleaning will be billed for the cleaning and must pay before being issued a locker the next fall.
6. Any space provided for student use by the school is subject to the above.
7. Students must provide their own lock for their gym lockers.
8. Backpacks are not allowed in the classrooms. Backpacks are to be stored in the locker provided for each student.
9. Problems with lockers should be reported to the counseling office secretary and/or assistant principal.

### K. CLOSED CAMPUS

1. For the protection and general welfare of the student body, the district has adopted a closed campus policy. See CASD Board Policy 8095. All students should be in class at the tardy bell or possess an appropriate pass signed by staff that explains their circumstance for being elsewhere.
  - a. Students are not to leave school property following their arrival, until the close of their school day.
  - b. Students are not to leave the campus for lunch. See CASD Board Policy 8095.
2. High School students are to enter the building immediately upon their arrival and are not allowed outside of the school building at any time during the school day except: when arriving for the day, when leaving for the day, with a class and with a pass from the office.
3. Once again, every student is required to sign in if arriving to school late, or to sign out "excused" through proper sign-out procedures in the office if leaving early, regardless of age. Please see Attendance Code 3C.

### L. INAPPROPRIATE CONDUCT, INSUBORDINATION, AND DESTRUCTION OF PROPERTY

The following will subject violators to the disciplinary process which may include suspension or expulsion from school:

1. Electronic Devices and personal items. \*Misuse of electronic equipment may result in confiscation of devices and may require a parent meeting for retrieval.
  - a. Due to the potential disruption of the educational process, the use of electronic music players are prohibited at the teacher's discretion.
  - b. Students shall not use any electronic communication device in classrooms, including cell phones. All electronic communication devices must be stored in lockers during class time.
  - c. Use of the camera portion of camera cell phones is prohibited on school property.
  - d. Hackey sacks are prohibited in the school building for safety reasons.The school cannot take responsibility for personal items of value and if they are brought to school, it is at

## STUDENT CONDUCT CODE CONTINUED

- the student's own risk.
2. Misconduct
    - a. Conduct which interferes with the educational process is prohibited.
    - b. Profanity, obscenity, and obscene gestures are prohibited.
    - c. Inappropriate public displays of affection are prohibited. Sexual activity of any degree on school property or during school sponsored events is prohibited. Violators will be subject to the disciplinary process and/or referred to law enforcement.
    - d. Gambling is prohibited.
    - f. Destruction of school or personal property is prohibited.
    - g. Students are not to be in any areas on Grayling High School property before, after, or during school hours, **unsupervised**, such as, but not limited to, locker rooms, weight room, band room, choir room, gymnasium, auditorium, hallways, sports facilities, etc.
  3. Harassment, gang activity and threats
    - a. Students who jeopardize the rights of other students to a safe educational environment will be subject to the disciplinary process. Violations may include, but not be limited to, threatening or intimidating other students, taunting, hazing, lying, verbal abuse or harassment, sexual harassment, detaining students from progress within the school building and withholding information.
    - b. Bullying is a form of harassment. For the purposes of this policy, "bullying" is 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 be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, and extortion of money or possessions." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and is subject to disciplinary processes up to and including expulsion. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school on a school bus are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents
    - c. Insubordination, interference with or intimidation of any school employee will not be permitted.
    - d. Serious threats of any kind and/or direct or indirect involvement in terrorist type activity will result in immediate suspension and/or expulsion and referral to law enforcement.
    - e. Any gang or gang-like activities, which would include, but not be limited to:
      - (1) Any conduct on behalf of any gang
      - (2) Any conduct to perpetuate the existence of any gang
      - (3) Any conduct to affect the common purpose of any gang
      - (4) Any conduct to represent a gang affiliation, loyalty or membership, in any way, while on school grounds or while attending a school function.
  4. Inappropriate behavior  
Inappropriate behavior such as horseplay, pushing, teasing and throwing things is prohibited. Students are to keep their hands to themselves.
  5. Physical Contact, fighting, assault and other criminal activities
    - a. Physical Contact, fighting and assault are prohibited and may result in suspension and/or expulsion and possible referral to law enforcement.
    - b. Any criminal offense shall result in suspension or expulsion from school. Criminal offenses include but are not limited to the following: arson, assault, burglary, criminal sexual conduct, extortion, blackmail, larceny, vandalism, robbery, bomb threats, false fire alarms, conspiracy to obtain a weapon and/or do bodily harm.
    - c. Assault of a school employee will result in administration referral to the school board for expulsion.
  6. Weapons and explosives
    - a. Possession of dangerous weapons at school, school activities or on a school bus is prohibited and must be reported to the pupil's parents and the local law enforcement agency. Dangerous weapons include but are not limited to a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles (Public Act 212.) Any object or contraband used to threaten or inflict injury will be considered a dangerous weapon.
    - b. The possession of fire crackers, smoke bombs, stink bombs, self defense spray canisters, ammunition, any destructive device, etc. is prohibited.

### M. SEXUAL HARASSMENT

1. School District policy prohibits sexual harassment and all forms of discrimination. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature

## STUDENT CONDUCT CODE CONTINUED

when:

- a. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.
- b. It makes no distinction as to the sex or position of the accused or accuser. The operant terms in the description are unwelcome and conduct of a sexual nature.
- c. Sexual harassment, may include, but is not limited to, the following:
  - (1) verbal harassment or abuse;
  - (2) pressure for sexual activity;
  - (3) repeated remarks with sexual or demeaning implications;
  - (4) unwelcome touching;
  - (5) sexual joke, posters, cartoons, etc.;
  - (6) suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
  - (7) in addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.
2. Students who sexually harass others are subject to all levels of the disciplinary process, including suspension, expulsion and/or referral to counseling. Sexual harassment is illegal, a violation of school policy, and will not be tolerated.
3. Any student in the district that believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), to the building principal, assistant principal, or guidance counselor. The complaint shall be in writing and signed. Documented interviews with the complainant, accused, and witnesses will be held in a confidential manner and processed per Board Policy.

### N. ILLEGAL SUBSTANCES

1. Violations of the following will subject the violator to the disciplinary process which may include suspension or expulsion from school and/or referral to a drug and alcohol abuse program and a referral to law enforcement. Board Policy will be followed.
  - a. The use, possession, sale or distribution of alcoholic beverages, illegal drugs or anabolic steroids is prohibited. Since the use of illegal substances, alcohol and anabolic steroids poses a serious threat to the health of an individual and the safety of the school community.
  - b. The improper use, possession, sale or distribution of prescription and over-the-counter drugs is prohibited. These pose a serious threat to the health of an individual and the safety of the school community.
  - c. The use, possession, sale, or distribution of tobacco products on school property or at school events is prohibited.
  - d. Look Alike Drugs:
    - (1) It is against school policy to possess, deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person:
      - (a) Represents to be a controlled substance; or
      - (b) Represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.
    - (2) Proof of any one of the following is prima facie evidence of the above:
      - (a) The substance substantially resembles a controlled substance.
      - (b) The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance.
      - (c) The substance is not labeled as required by the FDA.
      - (d) The person states that the substance may be resold at a price that substantially exceeds the value the substance (50 cents a hit or more for example).
    - (3) No person may advertise or promote a non-controlled drug:
      - (a) If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug;
      - (b) Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or
      - (c) Which the person knows is manufactured to resemble a controlled substance or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.
    - (4) No person may possess or use a product or substance that resembles alcohol or tobacco. These would include but are not limited to near beer, non-alcoholic beverages, mint snuff, and shredded jerky.
    - (5) Drug paraphernalia.

### O. TECHNOLOGY USE

## STUDENT CONDUCT CODE CONTINUED

- a. Students are only allowed to use computers after the student and parent or guardian have signed an Acceptable Use Policy form.
- b. Violation of the AUP may result in disciplinary action up to and including loss of internet and/or computer privileges.

### ATTENDANCE CODE

#### OPINION 5414 OF THE ATTORNEY GENERAL

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

School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district, by its agents and employees, may consider attendance in determining a student's grade in a course."

The board encourages regular attendance at school by all students. The purpose of this attendance policy is to help students develop the qualities of responsibility, punctuality, dependability and self discipline and to maintain academic standards for earning credit through participation in scheduled classes. Daily attendance records shall be maintained for each student in Grayling High School. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life.

#### I. PROCEDURES

1. On a student's ninth (9) absence during a given trimester, the student will be required to achieve at least a C- on the final exam to have his or her grade calculated for that trimester. (For example, if a student was earning a grade of an A or a D in the course/class, and the student earns a C- or better on the exam, he or she will receive the letter grade of A or D for that course/class.) If the student does not attain a C- on the exam, he or she will receive NO CREDIT (NC) in the course/class. Upon the student's 13<sup>th</sup> absence from the class during a given trimester, they will not receive credit in the course/class and an NC will be issued. (Extenuating circumstances at times cause excessive absences. Refer to the "Appeals" section of this document for those cases.) **ABSENCES NOT INCLUDED IN THE 12 ARE:**
  - ✓ School related absences
  - ✓ Death in the immediate family
  - ✓ Court Appearances with proper documentation
  - ✓ Prearranged absences, limitation of five (5). See procedures for process further down in this document
  - ✓ Obligatory religious observances of the student's own faith.
2. All absences must be validated by the parent or guardian.
3. Definitions: Two tardies in a course/class equal an absence in that course/class. A tardy is when a student misses up to 15 minutes at the beginning of a course/class. Missing more than 15 minutes in a course/class equals an absence in that course/class.
4. NOTE: Any student who is willfully absent from a class or leaves school without following the proper procedures is considered unexcused.

#### II. PARENTAL NOTICE

Parents are to validate their son/daughter's absence by calling 344-3508, or the message-only attendance line at 344-3528, on the day the student is absent or by letter or telephone on the day the student returns to school. It is also the parent's responsibility to notify the attendance office at the above number for any extended absences. Students are allowed to make up class work for credit on validated absences up to the 12<sup>th</sup> absence in a given trimester. Hence, it is important for parents to notify the school within these guidelines. Absences, which are not validated, will be considered a willful absence from school and processed as a "skip" and deemed unexcused.

\*Letters will be sent when a student reaches his or her 9<sup>th</sup> absence. This informs the parents/guardians that he or she must achieve at least a C- or higher on the final exam to have his or her grade in the course/class calculated during a given trimester. Letters will also be sent when a student reaches 13 absences. This informs the parents/guardians that he or she will receive No Credit for the course/class during a given trimester.

## ATTENDANCE CODE CONTINUED

### III. TRUANCY

Students who fail to attend school for 10 consecutive days without notification to the school will receive the following:

- If the student is 15 or younger, truancy will be filed.
- If the student is 16 or older, a letter of concern from GHS will be sent.

### IV. APPEALS PROCEDURE

The appeals procedure is for the student to obtain the right to take his or her final exam(s). To earn credit, the student must earn a C- or higher on the final exam to have his or her grade calculated in the course(s)/class(es) that is being considered with the appeal. Therefore, the appeals process does not guarantee grade(s) or credit(s); it merely allows the student the opportunity to demonstrate what he or she has learned.

1. Students who fail to earn credit in a class due to failure to meeting guidelines of the attendance policy will be informed on their report card or by letter. If they wish to appeal, the parents will have two weeks to contact the assistant principal to obtain an Attendance Appeal Form. Proper documentation for each absence must be provided and attached to the appeal form.
2. The first step in the appeal process is to the assistant principal.
3. An appeal of the assistant principal's decision may be made to the Attendance Advisory Committee, which will be composed of one counselor, one administrator, and three teachers.
4. Appeals to the Attendance Advisory Committee will be heard no later than during the trimester following the failure to earn credit unless extenuating circumstances exist. A student must continue to attend classes until the appeal is heard and/or after a decision is reached.
5. The student, parent, and/or a representative may request to attend the appeals meeting to present their documentation.
  - a. At the appeals meeting, the parent and student will be provided with the opportunity to substantiate the reason(s) for each absence. For purposes of special considerations medical verification, family funeral notices, court documents or other evidence of extenuating circumstances should be presented when the appeal is filed.
  - b. The Attendance Advisory Committee may request information from the appropriate classroom teacher(s) and guidance department.
  - c. Factors considered in evaluating a student's attendance record include, but are not limited to, (1) whether all absences were validated, (2) whether the documentation provided is authentic (not falsified), and (3) whether the absences have had a significant impact on academic progress, and proof of parent contact concerning absences.
  - d. If possible, a decision will be rendered at the appeal meeting.
  - e. If new information is obtained after the appeal for the committee to review, the same Attendance Advisory Committee will reconvene to review and reconsider the appeal.
  - f. If the parent is dissatisfied with the decision of the Attendance Advisory Committee, a further written appeal may be made to the building principal within three school days following the appeal.
6. An appeal of the assistant principal's decision may be made to the Attendance Advisory Committee; an appeal of the Attendance Advisory Committee's decision may be made to the building principal; and an appeal of the building principal's decision may be made to the superintendent.

### V. ADDITIONAL APPLICATIONS

Pre-arranged Absence Procedure: Pre-arranged absences, limitation of five (5) school days per school year. (Request must be made at least five school days in advance of prearranged absence date(s) to be considered.) A student's existing attendance record and academic standing will impact the decision. Student must obtain a form from the office, all teachers must sign, parent must sign, reason for absence must be provided. All prearranged absences must be approved by the assistant principal. (Examples for such prearranged absences include, but are not limited to the following: visits to foreign countries, college visits, family vacations.)

Please refer to the Co-curricular Code for additional implications of the Attendance Code.

# ***STUDENT PROCEDURES***

## **ACTIVITY SCHOOL FUND**

The Activity School Fund was designed to handle money from classes, bookstore, clubs, student senate, etc. The fund is managed by the principal's secretary. If possible, all transactions (checks requested, money deposited, etc.) should take place before noon each day so that money can be deposited in the bank and the manager can give full attention to other duties in the afternoon. All money must be counted accurately, change rolled and bills sorted before giving to the manager. Clearly mark the envelope with the name of the organization, amount and what the money is for: e.g., hats, candy sale, car wash, etc. New account requests must be processed through the principal. Sponsors of all groups or organizations using the fund are responsible to see that books are kept by the group or organization as a cross check with the manager's books. No money may be drawn from the account without permission from the sponsor. Request forms are available from the principal's secretary. The senior class account must be cleared to zero by June 30th of the year of graduation. Accounts that have not had a transaction in two years will be dissolved at the discretion of the building principal unless special arrangements have been approved.

## **CLASS DUES**

Each graduating class may elect to collect class dues from each student to offset the number of necessary fund raiser activities needed for satisfying class financial obligations. Class dues and fund raiser monies are utilized for the purpose of covering costs such as: homecoming events, floats, snowgoing activities, prom, window painting, banner making, lip-sync activities, class t-shirts, senior yearbooks, junior/senior prom, senior flowers for graduation, and spirit week competitions in addition to other expenses that may occur. Class advisors are responsible for approving spending and all other financial decisions, along with collecting and tracking class dues. Questions regarding class activities and finances should be directed to the class advisors.

## **CLASS MEETINGS**

Requests should be made in writing including an agenda by the class president and both sponsors. Because of the class size, ALL class meetings must be approved a minimum of one week ahead of time by the administration. Class meetings have been scheduled for this school year. Therefore, any additional meetings will need to be requested as dictated by this policy.

## **CLUBS**

Students wishing to start a club or organization must apply to the Student Senate for recognition. Applications must include the club or organizational name, name of consenting adult advisor, names and grade level of potential members, proposed meeting dates, purpose(s) and goals. Acceptable applications shall be submitted by the Student Senate to the administration for final approval. Students wishing to join a club should check the bulletin boards and feel free to attend a meeting of any club they feel qualified to join.

## **CONTESTS AND ACTIVITIES**

Since there are many national and state groups and organizations sponsoring contests and activities for high school students that are in business mainly to make money or to take advantage of students and their vanity as well as many national and state groups and organizations sponsoring contests and activities legitimately to serve high school students; the National and State Association of Secondary Principals yearly research all these contests and activities and publish a list of approved contests and activities for high school students. All contests and activities must be cleared with the administration before being presented to students. This guideline published by NASSP and MASSP will be used and only those contests and activities on the approved list plus those legitimate local contests and activities may be presented to Grayling High School students.

## **DISCIPLINARY PROCEDURES**

- I. Preventive disciplinary measures will be taken whenever possible. Examples of such measures which may be utilized are: staff/student contact; administrator/student meeting; administrator, parent/ student meeting; meetings with school liaison officer, student, parent, and administration; and counseling.

## DISCIPLINARY PROCEDURES CONTINUED

In accordance with the due process procedures, students shall be informed of the specific charges which could be the basis of disciplinary action to be taken and students will have the right to present to the school administrator any relevant information that will support their defense.

### A. TYPES OF DISCIPLINARY ACTION

1. Social suspension from extracurricular activity or school event.
2. Work suspension.
3. In-school suspension.
4. Out-of-school suspension.
  - a. Pending parent (or student if 18) conference with administrator.
  - b. One (1) school day suspension up to ten (10) school day suspension.
5. "Time Out" in or out of school.
6. Court or other appropriate agency referral.
7. Suspension from transportation.
8. After school detention. If a student skips an after school detention they will be assigned a full day of In School Suspension the following day. If a student is absent on the day they are scheduled for an after school detention, they will be required to serve the after school detention on the day that they return to school.
9. Expulsion for a period of greater than ten (10) school days. Expulsion is only through the action of the Board of Education.

### B. SUSPENSION:

1. In the case of an out of school suspension the administrator will:
  - a. Notify the parents of the suspension, the reason for the suspension, the steps necessary to effect the student's return and the rights of appeal when requested. Notification will be by phone when possible and/or letter with appropriate documentation.
  - b. Students will not be allowed on any school property during a suspension.
2. In the case of an in-school suspension the administrator will:  
Notify the parents of the suspension, the reasons for the suspension, the duration of the suspension, and the rights of appeal. Notification will be by phone when possible and/or by letter with appropriate documentation.
3. If the parent, guardian or student (if 18) is dissatisfied with disciplinary action taken, an appeal may be filed. The following line of authority shall be followed when filing an appeal: staff member, assistant principal, principal.

### C. EXPULSION PROCEDURES

The following procedural guidelines will govern the expulsion process:

1. Written notice of the charges against the student shall be supplied to the student and parents or guardian by registered mail. Included within this notice shall be a statement of the time and place for a hearing which time therefore, shall be reasonable for the parties involved.
2. The student, parents or guardian may be represented by legal counsel.
3. Students shall be given an opportunity to give their version of the facts and their implications. They shall be allowed to offer the testimony of other witnesses and other evidence.
4. Students shall be allowed to observe all evidence offered against them. In addition, they shall be allowed to question any witness who appears at the hearing.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The Board of Education shall state within a reasonable time after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision in regard to expulsion.
8. The findings of the hearing shall be reduced to writing and sent to the student and parent or guardian.
9. Students and parents or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

## **DISTRIBUTION OF STUDENT LISTS**

The school has an obligation to guarantee the right of students to privacy by protecting the confidentiality of their names, addresses, and other personal statistics. Therefore, it is the policy of Grayling High School that no information about a student or group of students may be divulged to any person or group or organization except to those having a legal right to obtain such information except for directory information. As of July 1, 2002, the Armed Services can legally request, in writing, and receive a list of all student names and telephone numbers. Parents of students (or students if 18) who do not want the above information released regarding their child (or themselves) must notify the high school office in writing **within five school days of the opening of the school year or the date of enrollment.** The parent is to secure written acknowledgment of receipt of request by school. (See attached "Authorization to Keep Directory Information Private" form.)

## **FIRE DRILLS**

### **WAITING AREAS:**

- North- Parking lot past the drive
- East - Grassy area past the parking lot
- South- Back to the tree line
- West - tennis courts

The two essentials of a successful fire drill are promptness and orderliness. Students and teachers should thoroughly understand what is expected of them in case of either a drill or actual emergency. The following covers a drill which should account for everyone. In case you are in doubt as to this procedure or have any suggestions to improve them, please let us know. Teachers are to point out the exit procedure and route as posted in each room to each class they have both on the initial day of school and again on the second Monday following the start of school once classes are set. Students in the cafeteria are to exit by the two main lobby doors. The lunchroom monitor is responsible for discussing the procedure at lunch. Students in the auditorium are to exit by the North and South short corridor exits off the auditorium. All teachers are to remain with their group and must take roll immediately upon arrival in the outside waiting area. They are to report any missing students and keep their students together in a group until signaled to return to class by the bell.

## **FUND RAISING**

Any organization or individual wishing approval for a fund raiser must file an application with the building administrator or superintendent by June 1 of the school year prior to the school year during which the fund raiser is to occur. The period to be governed by the application shall be from August 1 through the following July 30. Application must be made using the district "Application for Approval of a Fund Raiser" form. Applicants must respond to all components of the form. All fund raising must be approved by the administration prior to any commitments being made. Students participating in a fund raising activity will be required to sign a form indicating the items they received and their value. Students will be held accountable for the return of unsold items and/or money not returned. Door to door sales are not permitted except in the case of family, and family friends and associates. It is the parent/guardian's responsibility to ensure this.

## **TEXTBOOKS/ SCHOOL PROPERTY ISSUED TO STUDENTS**

**TEXTBOOKS/MATERIALS:** Students will be issued appropriate textbooks and/or other materials upon entry into each class. Mutual agreement between the teacher and the student will be reached and documented on the issue form regarding the condition of the textbook and/or other materials. When items are returned to the teacher, the student and teacher will check off the student's name on the form to indicate return. In the case of an abused item, the teacher will indicate the damage or replacement cost as indicated in a charge list from the principal's secretary. Costs will be charged to the student's billing account. Likewise, it will be indicated on the form those students who have not returned items. Costs for these items also will be charged to the student's billing account.

**SCHOOL PROPERTY:** Any school property (i.e. uniforms, musical instruments, etc.) issued to students by the school are the responsibility of the students. Students are responsible for the care and return of any item issued to them. Loss of or damage to school property will be charged to the student. The charge will exist until items are returned or payment is made. The school cannot assume the responsibility for locating misplaced items. Students leaving such items in lockers at the end of the year, unable to locate items loaned to friends, not following the above procedure, etc., will be held responsible for payment. Graduation caps and gowns will be issued to students once they have cleared their financial obligations.

## TITLE IX

Title IX of the Educational Amendments of 1972 of the United States Congress specifically states: No person in the United States shall, on the basis of sex, be excused from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance (there are some exceptions).

### GRAYLING HIGH SCHOOL

#### CO-CURRICULAR CODE OF CONDUCT

##### I. MEMBERSHIP ELIGIBILITY

All students desiring to participate in co-curricular activities must meet the eligibility criteria established by the Crawford AuSable School District and the Michigan High School Athletic Association in the case of athletics.

- A. Every participant must be regular in school attendance. Skipping during a season may result in disciplinary action which could include suspension from participation in an activity. A minimum suspension of one contest date will be imposed for activities scheduled for five dates or more, such as athletics, forensics, etc.
- B. Eligibility is checked two ways:  
Pre-season: If a student has two or more E's or NC's at the end of the trimester they are ineligible for the next trimester.  
In-season: At six weeks and beyond, students that have two or more E's or NC's are immediately ineligible for contests until they can print a report indicating they are passing 4 or more classes.

##### II. RULES

- A. These rules are in effect from the first day of participation to the last day of participation for a Grayling High School activity. This includes all Grayling High School students who are/will participate in co-curricular activities during the school year.
- B. Crawford AuSable School District participants will recognize the authority of the assistant principal, athletic director, and advisor/coaches and their findings, rulings, and punishment in connection with matters of discipline, violation of rules and eligibility.
- C. These participants will always do their best to appear well dressed and neatly groomed and will abide by the rules set forth by the advisor/coach. More specific regulations dealing with grooming may be set by the advisor/coach. A copy of these rules will be distributed to the participants involved.
- D. He/she will also cultivate sound training habits, exhibit appropriate behaviors and be a positive role model. Participants shall at all times abide by the safety rules of their activity or sport. Unsportsmanlike behavior will not be tolerated. Participants' conduct, in and out of school, shall not reflect negatively on their school or create a disruptive influence on the discipline, good order, moral, or educational environment in the school. Participants who violate this Conduct Code are subject to being removed from the activity at the discretion of the coach, sponsor, athletic director, or building principal, in addition to any other applicable punishment. Therefore, the participant will:
  - 1. Not use or possess tobacco products, alcoholic beverages or any form of drugs or look alike drugs not specifically prescribed by a physician.
  - 2. Not use profanity or profane gestures.
  - 3. Abide by the rules set by the advisor/coach. Violations of these rules will result in disciplinary action which may include suspension from participation in co-curricular activities for one year.
- E. Crawford AuSable School District co-curricular participants caught with or caught using tobacco, alcoholic beverages, illegal drugs or look alike drug products in their possession will be suspended from participation during that season or a combination of seasons for up to a one year suspension from participating. A minimum suspension of 20% of the dates for that season and/or the next season will be imposed for activities scheduled for five dates or more, such as, athletics, forensics, etc.

## CO-CURRICULAR CODE OF CONDUCT CONTINUED

- F. Any participant stealing equipment or personal property of the school, school personnel, or another student, etc., will be suspended from participating for that season or a combination of seasons up to a one year suspension from participation. A minimum suspension of 20% of the dates for that season and/or the next season will be imposed for activities scheduled for five dates or more, such as, athletics, forensics, etc.
- G. Any accused participant will meet with the athletic director and advisor/coach. Any adult that reports a participant for a violation will be asked to present a written statement regarding the alleged violation.
- H. Students disagreeing with disciplinary rulings of the athletic director may appeal, in writing, within three (3) days after receiving the decision, to the principal, providing rationale why the decision should be changed. Further appeals must also be in writing and follow the same time line and be directed to the superintendent.
- I. Once a participant is selected for an activity, he or she may not quit that activity to join another unless an agreement is reached with all advisors/coaches involved and the assistant principal prior to the participant leaving an activity.
- J. Students may not violate the rights of other students to a safe environment. Violations may include but are not limited to: threatening or intimidating other students, taunting, hazing, which is a crime in the State of Michigan, lying, verbal abuse or harassment, sexual harassment, and/or withholding information. Discipline will be given to students who participate in this type of behavior. Discipline for this type of behavior may include but is not limited to suspension from school and/or activity.

### III. CRIMINAL ACTION

This rule is in effect for one year. If a Crawford AuSable School District co-curricular participant is arrested or accused (charged) for a felony or misdemeanor and there is reasonable cause to believe that the participant committed the crime, the Athletic Director will rule on the penalty for the offense which may include suspension from participation in co-curricular activities for up to one year.

### IV. ATTENDANCE AT CO-CURRICULAR CONTESTS

- A. Contests are extensions of the educational classroom. All contestants, officials and spectators should be treated with respect. Good sportsmanship should be exhibited by all.
- B. All school conduct rules apply at all contests, home and away.

### V. AWARDS

All advisers/coaches will distribute the criteria for earning of awards prior to the start of their activity. This criteria will be on file with the athletic director or fine arts director before the start of any activity.

### VI. LIMITATIONS

- A. **DUAL CO-CURRICULAR ACTIVITIES**  
Students who wish to participate in more than one school activity (i.e. sports, fine arts, etc.) must first get their request approved by the persons in charge of each activity. Once approved, the student must declare a primary, and if there are conflicting dates, the student must attend the primary activity. Students can not be punished for missing the other activity.
- B. **THEATER**  
Provisions stated within this code may be substituted if a rule violation occurs within twenty-one (21) days of an opening performance by a principal performer. In such cases, an individual would be ineligible to participate in theater productions for a minimum of the next trimester or up to one year and could relinquish any chance of receiving theater arts awards and recognition.
- C. **NATIONAL HONOR SOCIETY AND STUDENT GOVERNMENT**  
Students in violation of the Co-Curricular Code will be referred to the NHS Faculty Council or the Co-Curricular Board to determine appropriate action in conjunction with the National Council of the National Honor Society and State of Michigan Student Government rules. Such students may either be placed on probation or dismissed. A member is only allowed one warning and once dismissed is never again eligible for membership.

# GRAYLING HIGH SCHOOL

## CODE OF GOOD SPORTSMANSHIP

### Preamble

Students who jeopardize the rights of other students to a safe educational environment will be subject to the disciplinary process. Violations may include, but not be limited to, threatening or intimidating other students, taunting, hazing, lying, verbal abuse or harassment, sexual harassment, detaining students from progress within the school building and withholding information.

#### I. EXPECTATIONS:

##### A. Of the student athlete and coaches:

1. Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
2. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
3. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
4. Treat opponents the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work and team effort that is required of your sport?
5. Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
6. Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
7. Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.
8. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

##### B. Of the cheerleaders and coaches:

1. Understand the seriousness and responsibility of your role, and the privilege of representing your school and community.
2. Learn the rules of the game thoroughly and discuss with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
3. Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the training and team effort that goes into a cheerleading squad?
4. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
5. Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to your spectators.

## CODE OF GOOD SPORTSMANSHIP CONTINUED

6. Select positive cheers which praise your team without antagonizing the opponents.
  7. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
  8. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
  9. Give encouragement to injured players like you would treat your own team.
  10. Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and community, in the eyes of the officials and all at the event.
- C. Of other student groups and advisors (pep clubs, band, etc.):
1. Establish themselves as leaders in their conduct before, during and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
  2. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
  3. Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
  4. Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.
  5. Conduct themselves in an exemplary manner. Remember, you represent your school both home and away.
  6. Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your team and community, in the eyes of all people at the event.
  7. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- D. Of parents:
1. Parent/Coach Relationship: Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.
  2. Communication you should expect from your son/ daughter's coach:
    - a. Philosophy of the coach.
    - b. Expectations the coach has for your child as well as all the players on the squad.
    - c. Locations and times of all practices and contests.
    - d. Team requirements, i.e. fees, special equipment, off-season conditioning.
    - e. Procedure should your child be injured during participation.
    - f. Discipline that results in the denial of your child's participation.
  3. Communication coaches expect from parents:

## CODE OF GOOD SPORTSMANSHIP CONTINUED

- a. Concerns expressed directly to the coach.
  - b. Notification of any schedule conflicts well in advance.
  - c. Specific concern in regard to a coach's philosophy and/or expectations.
  - d. As your children become involved in the programs at Grayling High School or Grayling Middle School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.
4. Appropriate concerns to discuss with coaches:
- a. The treatment of your child, mentally and physically.
  - b. Ways to help your child improve.
  - c. Concerns about your child's behavior.
  - d. It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the following page, must be left to the discretion of the coach.
5. Issues not appropriate to discuss with coaches:
- a. Playing time.
  - b. Team strategy.
  - c. Play calling.
  - d. Other student athletes.
  - e. There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.
6. If you have a concern to discuss with a coach, the procedure you should follow:
- a. Call to set up an appointment with the coach.
  - b. The Crawford AuSable School District telephone number is 344-3500.
  - c. If the coach cannot be reached, call the Athletic Director, extension 3523. He will set up the meeting for you.
  - d. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
7. Failure to follow these guidelines could result in losing the privilege to attend C.A.S.D. athletic events.
- E. Of spectators:
1. Remember that you are at a contest to support and yell for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.

## CODE OF GOOD SPORTSMANSHIP CONTINUED

2. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people, as you would praise a student working in the classroom.
  3. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
  4. Learn the rules of the game, so you may understand and appreciate why certain situations take place.
  5. Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
  6. Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.
  7. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
  8. Recognize and show appreciation for an outstanding play by either team.
  9. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
  10. Use only those cheers that support and uplift the teams involved.
  11. Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
  12. Be a positive behavior role model through your own actions and by censuring those around you at events whose behavior is unbecoming.
- F. Acceptable behavior:
1. Applause during introduction of players, coaches and officials.
  2. Shaking hands with opponents who foul out while both sets of fans recognize the performance with applause.
  3. Accept all decisions of officials.
  4. Cheerleaders lead fans in positive yells in positive manner.
  5. Handshakes between participants and coaches at end of contest, regardless of outcome.
  6. Treat competition as a game, not a war.
  7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
  8. Applause at end of contest for performances of all participants.
  9. Everyone showing concern for an injured player, regardless of team.
  10. Encourage surrounding people to display only sportsmanlike conduct.
- G. Unacceptable behavior:
1. Taunting, trash talk and other intimidating actions.

## **CODE OF GOOD SPORTSMANSHIP CONTINUED**

2. Not admonishing those sitting around you who engage in practice of poor sportsmanship.
3. Yelling or waving arms during opponent's free throw attempt.
4. Disrespectful or derogatory yells, chants, songs or gestures.
5. Booing or heckling an official's decision.
6. Criticizing officials in any way; displays of temper with an official's call.
7. Yells that antagonize opponents.
8. Refusing to shake hands or give recognition for good performances.
9. Blaming loss of game on officials, coaches or participants.
10. Laughing or name-calling to distract an opponent.
11. Use of profanity or displays of anger that draw attention away from the game.
12. Doing own yells instead of following lead of cheerleaders.
13. Wearing extreme/unusual clothing or excessive face or body painting which detracts from the action on the playing surface.
14. Failure to follow these guidelines could result in losing the privilege to attend C.A.S.D. athletic events.

**CRAWFORD AUSABLE SCHOOL DISTRICT**  
**TECHNOLOGY ACCEPTABLE USE POLICY**

Computers are used to support learning and to enhance instruction consistent with the purposes of CASD. The Internet—a collection of interconnected computer networks around the world—expands classroom and library media resources by providing access to information, images and computer software from places otherwise impossible to reach. It is a general policy that all computers used through the CASD Network, hereinafter referred to as the Network, are to be used in a responsible, efficient, ethical, and legal manner.

In exchange for the privilege of using the Network, the undersigned agree(s) as follows:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Failure to follow the policy and guidelines for the use of Network may result in the loss of privileges, disciplinary action, and/or legal action.
  
- B. Access to the Network provides connections to other computer systems located throughout the world. The Student and his or her parents and/or guardians acknowledge that neither the Crawford AuSable School District nor any district staff member controls the content available on these remote systems. Student Internet activities will be monitored by the District to ensure that students are not accessing inappropriate sites. Each District computer with Internet access will use software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Though the District will make efforts to block/filter inappropriate material, users may still be exposed to defamatory, inaccurate, or otherwise offensive material. The District specifically denies responsibility for the accuracy or content of information obtained through its services.
  
- C. Any misuse of the Network access privileges may result in suspension, loss of access privileges and/or other disciplinary action as determined by the District. Misuse includes but is not limited to the following:
  - 1. Use the District equipment for anything contrary to law, or solicit others to break any law.
  - 2. Illegally copy, install, or distribute any copyrighted software, work, or material.
  - 3. Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any other person.
  - 4. Make any attempt to harm or destroy the data of any other user, system software or computer equipment on the Network, including but not limited to creating or sending computer viruses, Trojan horses, or similar code.
  - 5. Use the Network for any advertisement or solicitation without approval from the Superintendent
  - 6. Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
  - 7. Reposting (forwarding) personal communication without the author's prior consent.
  - 8. Using the Network for commercial purpose or financial gain.
  - 9. Use of District Equipment to download, install and play Interactive Internet Games.
  - 10. Participation in chat rooms unless teacher directed.
  - 11. Attempt to access material or sites that are blocked by the District, or attempt to use the Network while access privileges are suspended. (Example: using a proxy to access "My Space, Facebook," etc.)
  
- D. Network resources are to be used exclusively by registered users. Users should change their password frequently and should never share their password with another user. Users should never share files without prior approval.

## TECHNOLOGY ACCEPTABLE USE POLICY CONTINUED

- E. Student personal information will not be posted to the District's web site without proper parental/guardian consent.
- F. Personal information such as complete names, addresses, telephone numbers and identifiable photographs should remain confidential when communicating on the network. Use of free page sites (i.e. MySpace, Xanga) is restricted to the District's Gagle system.
- G. Student Email is restricted for school use only. Students should not divulge any personal information about himself or herself or any other District student on the Internet. Student email accounts will be restricted to Gagle addresses only. All other Web based email accounts are prohibited.
- H. The Network user agrees to delete files from his/her home directory on a regular basis in order to avoid unnecessary use of disk space. Users who abuse disk space on the Network will have space restrictions enabled on their Network account and/or lose Network privileges.
- I. CASD Network administrators will have access to all user accounts and their files. User files are the property of CASD.
- J. The user may not transfer shareware, games or other software from the Internet.
- K. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries or service interruptions caused by its negligence or the user's errors or omissions. Use of the Network and any information or data obtained through use of the Network is at your own risk.
- L. Users violating any provision of this Acceptable Use Policy face disciplinary action. The District reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:
  - 1. Suspension of Network access.
  - 2. Require additional training as a precondition to continued use of the Network.
  - 3. Reimbursement for any damages or expense.
  - 4. Temporary or permanent removal from class.
  - 5. Expulsion.

In addition, the District may refer violations to appropriate law enforcement authorities.

- M. This Acceptable Use Policy is subject to change without notice. The Network administrator will post any changes to the Acceptable Use Policy in an appropriate location on the Network.

## NEA NOTIFICATION LETTER

Date: August 24, 2011

To: All district workers, building occupants (or legal guardians) and parent, teacher and employee organizations.

From: Kim Schmidt, Business Manager

Re: ANNUAL AHERA NOTIFICATION

This notice is to inform you that the district has completed an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The management plan has been accepted by the State of Michigan and is available for your review in the office of each school building.

The management plan contains information regarding the locations of asbestos-containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with the ACM.

At least once each school year, the district will inform you in a similar manner about asbestos activities including: reinspection, periodic surveillance, response actions, and post response action activities that are planned or in progress.

The following asbestos activities are currently planned or in progress for the district:

Reinspection: A reinspection of all district buildings is required by law every three years after implementation of the management plan. Our first reinspection was July 1, 1992. Our second reinspection was completed July 18, 1995. Our third reinspection was July 98. The fourth reinspection was July 2004.

Periodic Surveillance: Once every six months, ACM must be visually inspected for changes in condition. This will be performed by school personnel. Our periodic surveillance schedule for this year is January 2012 and July 2012.

Response Actions: These are activities designed to reduce or eliminate the potential for asbestos hazards. In general, the asbestos-containing materials (ACM) present in district buildings include: boiler rooms in all schools.

ACM will be repaired if damaged and maintained by the district Operations and Maintenance program (O & M).

If you have any further questions or concerns regarding this process, please contact the district designated person: Kim Schmidt, Business Manager, 989-344-3757.

August 24, 2011

**ADVISORY TO ALL PARENTS**

Dear Parent/Guardian:

The Crawford AuSable School District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. Prior notice will be posted at the entrance of the building during regular applications. A notice will also be sent home with the students. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete the information below and submit to:

Donna Boughner, Principal  
Grayling High School  
1135 N. Old 27  
Grayling, Michigan 49738  
989-344-3532

You may also call Kim Schmidt, Business Manager at 344-3757 if you have any questions regarding this letter.

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**PESTICIDE PRIOR NOTIFICATION REQUEST**

Parent/Guardian Name: \_\_\_\_\_

Student's (Child's) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school building.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1135 N. Old US 27  
Grayling, MI 49738  
Phone (989) 344-3500  
FAX (989) 348-6822

Joseph P. Powers, Superintendent  
Kim Schmidt, Business Manager

August 24, 2011

RE: Student Accident Insurance  
for the 2011-2012 School Year

Dear Parent or Guardian:

The Crawford AuSable School District does not provide accident insurance for students. However, if you wish to purchase such coverage there is an application that will be provided for you.

Applications may be picked up in the office of each building in the amount needed no later than Friday, September 16, 2011.

Thank you,

Kim Schmidt  
Business Manager

# GRAYLING HIGH SCHOOL

## Authorization to Keep Directory Information Private

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Crawford AuSable School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent.

Directory information is generally not considered harmful or an invasion of privacy if released, and can be disclosed to outside organizations without a parent's prior written consent. Examples of outside organizations may include, but are not limited to, photographers and local newspapers. The following shall be considered directory information and as such may be made available to the public: student's name, names of the student's parents, class rosters, athletic rosters with height, weight, grade level and birth date, honor rolls, award and scholarship winners, pictures, major field of study, and names of co-curricular activity participants. GPAs will be released only to school personnel with a legitimate interest relating to school activities and as approved by the administration. GPAs, addresses, telephone numbers and other details not specifically listed above, will not be made available to the public. Directory information allows the Crawford AuSable School District to include your child in certain publications such as the yearbook, school newspaper, honor roll, sports rosters, graduation programs, etc.

The Crawford AuSable School District is obligated to inform parents that there are two federal laws in place requiring schools to provide military recruiters, upon request, with the names, addresses and telephone numbers of juniors and seniors, unless parents have advised the district that they do not want their student's information disclosed.

If you do not want information about your child released, please carefully read and complete the form below. It is not required by law, but it is recommended that a parent or guardian and the student both sign this form. It is also recommended that you keep a copy for your records.

Please indicate your wishes below (you may select one or both options) and return this form to the Grayling High School counseling office by September 15, 2011. These instructions will remain in effect for the duration of the 2011-2012 school year.

With regard to the following student: \_\_\_\_\_

(Printed name of student)

\_\_\_\_ I hereby request that Grayling High School not release to military recruiters the student's name, address or telephone number.

\_\_\_\_ I hereby request that Grayling High School not release the student's directory information (detailed in bold print above). I realize this will exclude the student from the school yearbook, newspaper, athletic rosters, honor rolls, graduation programs and other publications.

\_\_\_\_\_  
Printed name of parent/legal guardian

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

