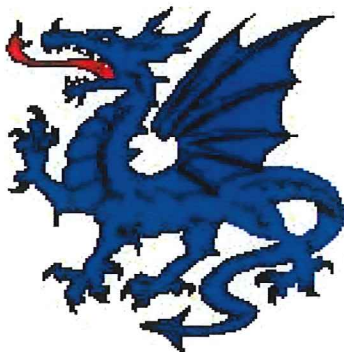


# Kalkaska High School

"Home of the Blue Blazers"



Student Handbook  
2014-2015

Kalkaska High School  
109 N. Birch Street  
Kalkaska, MI 49646  
Telephone (231) 258-9167  
Fax (231) 258-5188  
[www.kpschools.com](http://www.kpschools.com)

***Principal***

Dale Kasza

[dkasza@kpschools.com](mailto:dkasza@kpschools.com)

***Vice Principal***

John Sattler

[jsattler@kpschools.com](mailto:jsattler@kpschools.com)

***Counselors***

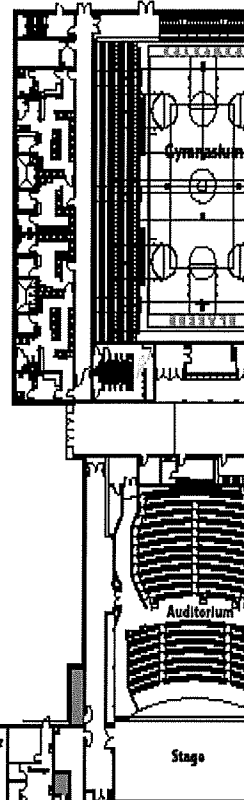
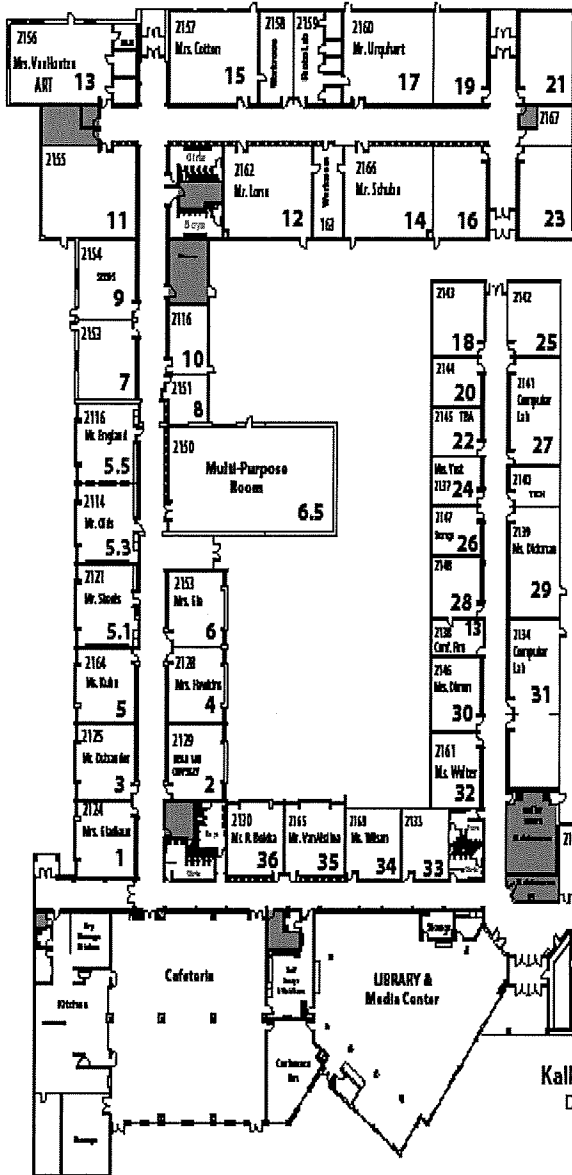
Karmin Olds

[kolds@kpschools.com](mailto:kolds@kpschools.com)

Jeremy Guggemos

[jguggemos@kpschools.com](mailto:jguggemos@kpschools.com)

# KALKASKA HIGH



**Kalkaska High School**  
 Dale Kasza, Principal  
 109 North Birch Street  
 Kalkaska, MI 49646  
 231-258-9167  
[www.kpschools.com](http://www.kpschools.com)

John Sattler, Vice  
 Karmin Olds, Court  
 Jeremy Guggemos, C  
 Rick Swoverland, Ath  
  
 Mary Deb Rabourn  
 Mary Erickson, S  
 Andrea Marsh, S

# Kalkaska Public Schools

## Calendar 2014-2015

August 27	First Day for Staff – Half Day set aside for Classroom Preparation
August 28	Professional Development Day
August 29	No School
September 1	Labor Day – No School
September 2	First Day for Students
November 3	Professional Development Day – No School for Students; Full Day for Staff
November 6	Parent-Teacher Conferences – Half Day for Students, Full Day for Staff
November 7	Half Day for Students and Staff
November 26-28	Thanksgiving – No School
December 22	Winter Break Begins
January 5	School Resumes
January 22	Exams – Half Day for Students; Records Day; Full Day for Staff
January 23	Exams – Half Day for Students; Records Day; Full Day for Staff
	End of First Semester
February 13-16	Mid-Winter Break – No School
March 5	Parent-Teacher Conferences – Half Day for Students; Full Day for Staff
March 6	Half Day for Students and Staff
March 30	First Day of Spring Break
April 7	School Resumes
April 24	Trout Friday – Half Day for Students; Full Day for Staff with Professional Development
May 25	Memorial Day – No School
May 26	School Resumes
June 10	Half Day for Students; Records Day; Full Day for Staff
June 11	Half Day for Students; Records Day; Full Day for Staff
	(10 Weeks) End of Second Semester

*Last day for school may be adjusted according to weather days.*

# TABLE OF CONTENTS

## Section I

### *About Kalkaska*

Welcome.....	Page 2
Vision / Mission Statement	
Guidelines for Online Education Classes – Section 21 F	
Daily Class Schedule	
Clubs & Organizations	
Course Offerings.....	Page 3
TBA Career Tech Center (Grades 11-12)	
Guidance Counseling Services.....	Page 4
Sports Offerings	
Testing Program	

## Section II

### *Policies*

Attendance Policy / Philosophy of Attendance.....	Page 5
Aiding and Abetting	
Cell Phones & Other Electronic Communication Devices	
Cheating / Plagiarism.....	Page 6
Class/Schedule Changes	
Detention Policy	
Directory Information	
Dual Enrollment	
Due Process	
Exam Policy	
Food	
Fire, Lockdown, and Tornado Drills	
Grade Scale.....	Page 7
Graduation	
Graduation Requirements	
Harassment/Sexual Harassment or Bullying.....	Page 8
Honor Roll	
Illness, Injury, Homebound Instruction	
Immunizations	
Internet Policy.....	Page 9
Interviews of Students by Police or Other Public Agencies	
Leaving the Building	
Lockers / Search and Seizure	
Look-Alike Drug Paraphernalia Policy	
Medications.....	Page 10
Make Up Work	
National Honor Society	
Northside Educational Center	
Off Campus Events	
Parking Lot/Vehicle Regulations	
Printing	
Protection of Valuables.....	Page 11
Situations and Circumstance	
Students in the Halls or Restrooms	
Summer School	
Testing Out of High School Classes	
Textbooks	

## Section III

### *Student Code of Conduct*

Categories of Misconduct.....	Page 11
Student Code of Conduct.....	Page 12
Dress Code.....	Page 15
Internet Acceptable Use Policy.....	Page 16

## **WELCOME**

We take this opportunity to welcome each of you to Kalkaska High School. We sincerely take every opportunity that this school provides to improve academically, physically, and socially. Kalkaska High School is accredited by AdvancED, the unified organization of the North Central Association and the Southern Association of Colleges and Schools (SACS). KHS has been accredited by

School Colors - Royal Blue & White

Enrollment - Approximately 450

## **VISION**

The vision of Kalkaska High School is to be a model of education and a source of community pride.

## **MISSION STATEMENT**

Kalkaska High School is committed to a total educational program that helps all students develop essential skills, communicate effectively, and think critically, empowering them to meet the challenges of a rapidly changing global society.

## **DAILY CLASS SCHEDULE**

<b>1st Hour</b>	<b>8:00 A.M. - 8:50 A.M.</b>
<b>2nd Hour</b>	<b>8:55 A.M. - 9:45 A.M.</b>
<b>3rd Hour</b>	<b>9:50 A.M. – 10:40 A.M.</b>
<b>4th Hour</b>	<b>10:45 A.M. – 11:35 A.M.</b>
<b>5th Hour/Lunch</b>	<b>11:35 A.M. - 1:00 P.M.</b>
<b>6th Hour</b>	<b>1:05 P.M. - 2:00 P.M.</b>
<b>7<sup>th</sup> Hour</b>	<b>2:05 P.M. – 3:00 P.M.</b>

## **CLUBS & ORGANIZATIONS**

Equestrian Team	Drama Club	Key Club
Student Council	KAYAC	Varsity Club
Chess Club	SEEDS	National Honor Society

## **GUIDELINES FOR ONLINE EDUCATION CLASSES – SECTION 21F**

1. Students can take up to two online classes in place of two regular classes with parental consent.
2. Students in grades 9<sup>th</sup>-12<sup>th</sup> are eligible for these classes.
3. KHS will provide a location with computer/internet access for students to take online classes.
4. KHS will pay all fees associated with these online classes.
5. Cut off dates are June 1<sup>st</sup> for Fall Semester and December 1<sup>st</sup> for Spring Semester.

## COURSE OFFERINGS

### ***Business***

Computer Applications I & II	School-To-Work	Intro
------------------------------	----------------	-------

### ***English***

English I & (H)	English II & (H)	English III & (H)
Speech	Creative Publishing & Design	Crea
Read 180	Novels	

### ***Fine Arts***

Art	Design	Jazz Band
Advanced Art	Drama	Cinema Studies
Choir		

### ***Foreign Language***

French I, II, III, IV	Spanish I, II, III, IV
-----------------------	------------------------

### ***Mathematics***

Algebra I	Geometry & (H)	Applied Math
Pre-Calculus	Calculus (AP)	Finite Math

### ***Physical Education***

Health	Physical Conditioning	Physical Education
Working on Wellness	Personal Fitness	Spo

### ***Science***

Biology I & (H)	Biology II (H)	Biology II (AP)
Physics	Earth Science & (H)	Environmental Science
Anatomy & Physiology	Astronomy	Geology of National Parks

### ***Social Studies***

American History & (H)	Civics/Global Issues & (H)	Current Events
History of Pop Culture	History World	History (World) AP
Geography	Introduction to Marketing	Michigan History
American Warfare I, II		

### ***Odyssey***

Students enrolled in Odyssey courses must be complete semester.

\* H = honors class    AP = Advanced Placement

## **TBA CAREER TECH CENTER (GRADES 11-12)**

Accounting and Business Office Tech Horticulture/Nat. Resources Teacher Academy Auto Body Repair Auto Mechanics Automotive Tech. Acad. Construction Trades Culinary Arts/Hospitality Early Childhood Education Electrical Occupations	Agri Science/Natural Resources Computer Programming (Web Design) Information Technology Acad. Machine Tool Maintenance & Repair Tech. Manufacturing Tech. Academy Public Safety/Protective Service Medical Careers Technology Small Engines Visual Imaging Technology Welding & Fabrication
--	---

**GUIDANCE AND COUNSELING SERVICES**

**Guidance and counseling are available to all students. The counselors assist all students in order to:**

- Acquire an adequate and satisfying understanding of themselves.
- Be able to make realistic choices and decisions so they will become self directive.
- Select courses in high school according to abilities, interests, and needs.
- Progress and persist in school achievement according to abilities.
- Explore vocational opportunities.
- Achieve satisfying relationships with others.
- Resolve personal/social problems which affect educational growth.
- Make plans for a post high school education.
- Have knowledge of financial aids available to those students going on to higher education. These include scholarships, grants, loans, and work-study programs.

The counselors are available to parents and students as a resource.

**SPORTS OFFERINGS**

BOYS		GIRLS	
Baseball	Basketball	Basketball	Cheerleading
Cross Country	Football	Cross Country	Softball
Golf	Hockey	Soccer	Track
Soccer	Track	Volleyball	Golf
Wrestling		Wrestling	

**TESTING PROGRAM**

An important part of an education is learning about yourself. Students can learn about themselves by taking part in the testing program made available to them. The school will assist the student in evaluating progress and planning for their future. We recommend testing to students interested in self-evaluation, college entrance, or scholarships.

October	9 <sup>th</sup> grade	MEAP Social Studies test
	10 <sup>th</sup> / 11 <sup>th</sup>	PSAT – National Merit Scholarship Qualifying Test
November	11 <sup>th</sup> / 12 <sup>th</sup>	Armed Services test (ASVAB – optional)
January	9 <sup>th</sup> /10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup>	Semester Exams
March	9 <sup>th</sup>	ACT EXPLORE test
	10 <sup>th</sup>	ACT PLAN test
	11 <sup>th</sup>	Michigan Merit Exam which includes the ACT
May	11 <sup>th</sup> / 12 <sup>th</sup>	Advanced Placement tests
	12 <sup>th</sup>	Semester Exams
June	9 <sup>th</sup> /10 <sup>th</sup> /11 <sup>th</sup>	Semester Exams

\* All students at KHS will take weekly or bi-weekly assessments to determine their progress.

# **ATTENDANCE POLICY**

## **PHILOSOPHY OF ATTENDANCE**

**Kalkaska High School's** very reason for existence is to educate young people. To do this, attendance is an absolute necessity. Attendance is necessary for learning and academic achievement. Developing the habits and responsibilities of punctuality, dependability and self-discipline is a major part of the attendance policy is to help students develop these responsibilities and to maintain academic success.

Students and parents must understand that grades are determined by the student's performance in the classroom, as well as their performance on homework, quizzes and tests. Students who do not attend class increase the possibility of receiving a lower grade, failing or receiving no credit in the class.

A. When a student is absent from school, the parent/guardian must notify the school the day of the absence, or the student is considered unexcused for that hour/day. The number to call is 800-555-1234. If there is no telephone available, a note must be sent the day the student returns to school. A note must be sent to inform the parents the day of the absence at the end of the day.

B. A letter will be sent home notifying the parent when a student is absent from a class for more than (10) times.

C. When a student is absent from a class(es), he/she is responsible for obtaining make-up work. The student has to complete make-up work will be determined by the teacher but may not exceed the original due date. Extenuating circumstances will be handled on a case-by-case basis.

D. If a student is absent and an assignment is due, the teacher will accept the assignment when the student returns to class. However, if a student is absent on the final due day of an assignment that has no alternative dates, the teacher, at his/her discretion, will either not accept the assignment or accept the assignment with a reduced credit.

E. A student is considered absent when they arrive more than fifteen (15) minutes late for school. Five (5) minutes late for hours 2 - 7.

F. Students with perfect attendance and no tardies will be recognized for their accomplishments.

### **AIDING AND ABETTING**

- Any student who willfully helps another student break a school rule, without acting on his/her own, him/herself, will be treated as if he/she had broken the rule.

### **CELL PHONES and OTHER ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication device (ECD/ESD) in school, on school property, at after school activities or on a school vehicle. Functions provided that during school hours, school events and on a school vehicle its use is distracting to the educational process, the scheduled activity, or other participants.

- Cellular phones and ECD/ESD devices during classes or testing are prohibited.
- During school activities when directed by the administrator or teacher, cell phones shall be turned off and stored away out of sight.
- The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.
- Violations of this policy will result in confiscation of the cellular telephone or other electronic communication device and/or disciplinary action up to suspension.



## **CHEATING/PLAGIARISM**

A student is expected to do his/her own work unless instructed by the teacher that it is ok. Students who cheat (copy someone else's work, borrow another's term paper, etc.) will receive a zero. A further offense could result in the loss of credit for that class.

## **CLASS/SCHEDULE CHANGES**

Class/Schedule changes are to be made prior to the beginning of each semester. This includes changes to schedules. Class drops after this time period will result in an "F" for the class.

## **DETENTION POLICY**

1. Students will report on time to the detention room.
2. Level I detentions will be during the lunch period. Students will be notified individually.
3. Level II detentions may be after school or multiple lunch periods.
4. Students who fail to serve detentions will receive a one day in school suspension (ISS).

## **DIRECTORY INFORMATION**

Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. If a parent desires that Kalkaska Public High School not disclose directory information, they must contact the high school office. Kalkaska Public High School's directory information includes: name, grade level, participation in activities or sports, photographs, height and weight, and awards received. Federal law requires local educational agencies to provide military recruiters, upon request, with directory information categories – names, addresses and phone numbers - unless parents advise the LEA to the contrary.

## **DUAL ENROLLMENT**

Any high school student may enroll in a postsecondary program providing s/he meets the requirements of the program by law and by the district. Interested students should contact their counselor to obtain the necessary information.

## **DUE PROCESS**

- Recognizing that suspension and expulsion are disciplinary actions that are of a last resort and that, to be carried out fairly with all students, the Kalkaska Board of Education instructs the principals of its various schools to follow an orderly procedure of warning, reprimands, and contacts with parents to rectify the behavior of students. This procedure is carried out whenever practical. It recognizes, too, that there will arise instances of a first offense where the school requires the immediate removal of the offending student from the school setting.
- Suspension – is the removal of a student from the school setting for a period not to exceed ten days.
- Expulsion – is the permanent removal of a student from school.
- See Page 14 for Suspension Procedures/Appeals.

## **EXAM POLICY**

Semester exams will be given in all classes to all students. Seniors will be exempt from second semester exams if they were proficient on all sections of the Michigan Merit Exam.

## **FOOD**

Food, candy, and beverages are not permitted in the classrooms.

## **FIRE, LOCKDOWN AND TORNADO DRILLS**

The school complies with all safety laws and will conduct drills in accordance with State law – fire, lockdown, and tornado. Lockdown drills are drills in which the students are restricted to the interior of the school building and secured. Specific instructions on how to proceed during drills will be provided by their teachers.

## GRADES

Students shall receive a report card at the end of each 9 week marking period in each course of study for that portion of the academic term. Grades for semester are the two marking period report grades plus the semester exam grade. The nine (9) 40-45%. The exam will equal 10-20% of the semester

## GRADING SCALE

A	93-100% C+	77-79%	D-	60-62%	
A-	90-92%	C	73-76%	E	59-0
B+	87-89%	C-	70-72%		
B	83-86%	D+	67-69%		
B-	80-82%	D	63-66%		

**Incomplete Grades** An "I" or incomplete appears on the report card if the student requirements of the class due to prolonged illness or other justifiable reasons. After regular grade is given. Students who fail to make up an incomplete grade within marking period will be given a failing grade.

## GRADUATION

Students must complete a full final semester at Kalkaska Public Schools. Participation ceremony is a privilege, not a right. Students will forfeit this privilege and the right to

- disciplinary infractions.
- not completing all course work prior to the Wednesday before the scheduled g

## GRADUATION REQUIREMENTS – *Michigan Merit Curriculum*

- ✓ 4 credits of English / language arts - English I, II, III, and IV
- ✓ 3 credits of social studies - Civics / Econ, American History, Economics and World I
- ✓ 4 credits of mathematics - Algebra I, Geometry, Algebra II, and a senior math class
- ✓ 3 credits of science - Earth Science, Biology, Chemistry or Physics
- ✓ .5 of Healthful Living
- ✓ .5 credit of Physical Education
- ✓ An on-line learning experience
- ✓ 1 credit – Visual, Performing, Applied Arts
- ✓ 2 credits foreign language (2016 and beyond)
- ✓ **A total of 25 credits**

Students may see their counselor for available substitutions through the Career Tech Center and curriculum.

Recognition of credits or course-work shall be granted when the proper assurance and the student has been received, and at the discretion of the administrator. Credits will be prorated to coincide with requirements.

- To be eligible for Kalkaska High School Top Ten academic ranking, completed their last seven (7) credits at KHS.
- To be declared a sophomore a student must have 7 credits.
- To be declared a junior a student must have 14 credits.
- To be declared a senior a student must have 18 credits.

## **HARASSMENT or BULLYING**

Harassment or bullying means any gesture, written or verbal, or physical act that takes place at any school-sponsored function, whether or not it takes place on school premises or property, that is reasonably perceived as being motivated either by any actual or perceived characteristic of an individual including, but not limited to, race, ethnicity, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or sensory handicap; or by any other distinguishing characteristic.

- ✓ is directed at one or more pupils.
- ✓ substantially interferes with educational opportunities, benefits, or programs of one or more pupils.
- ✓ is based on a pupil's actual or perceived distinguishing characteristic, or is based on a characteristic of another person who has or is perceived to have any of these characteristics.

### **Harassment**

- ✓ adversely affects the ability of a pupil to participate in or benefit from the school district's programs or activities because the conduct, as reasonably perceived by the pupil, is subjectively and objectively offensive as to have this effect.

### **Bullying**

- ✓ adversely affects the ability of a pupil to participate in or benefit from the school district's programs or activities by placing the pupil in reasonable fear of physical harm or by creating a hostile environment.

Bullying and or Harassment of any kind can result in consequences that range from a warning to suspension. Discipline will be progressive and vary in accordance with the circumstances. There are Bullying and Harassment Incident Report forms in the Main Office.

### **Harassment/Bullying Committee**

If necessary, a committee consisting of the principal, assistant principal, two (2) counselors, and a teacher will investigate the allegation.

## **HONOR ROLL**

At the end of each semester, an honor roll will be compiled for filing, posting on the school website, and in the newspaper. The purpose of the Honor Roll is to give recognition to those students of Kalkaska who have done outstanding work during that marking period. To be on the honor roll, a student must (1) have a (3.0) average; (2) not receive a D, F or an incomplete.

## **ILLNESS, INJURY, HOMEBOUND INSTRUCTION**

- A student who becomes ill during the school day should request permission to come home. An adult will determine whether or not the student should remain in school or go home. The student will be released without proper parental permission.
- All injuries must be reported to the office. If minor, the student will be treated and monitored. If medical attention is required, the office will follow the school's emergency procedures.
- The school will arrange for individual instruction to students of legal school age who are unable to attend classes because of a physical or emotional disability – application by a physician. The student will receive homebound instruction for those confinements expected to last at least 5 days.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver. Immunization requirements. If a student does not have the necessary shots or waivers, the student or parent must require compliance with a set deadline. This is for the safety of all students in the school.

## **INTERNET POLICY**

Internet access is available to students for purposes of education and research. Abuse for personal and/or recreational uses is not permitted and the student will be subject to discipline for the loss of computer privileges. See Addendum 1.

## **INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES**

Police or other authorities should investigate alleged violations outside of school hours. If an interview must occur and the principal concurs, the principal will attempt to notify the student's parents before questioning, except in the case of child abuse. If contact is unsuccessful, the principal may proceed with questioning. Should a student be taken into custody or removed from school, the principal will make every effort to contact the student's parents.

## **LEAVING THE BUILDING**

Kalkaska High School has a closed campus policy. Students will not be allowed to leave the building during class time. Students are not permitted to leave the building during class time unless written permission has been granted and approved in advance by the Principal or the Assistant Principal. Students leaving the building are expected to go through the following procedure:

- present (in advance) a written request to the main office and obtain permission
- present this signed form to the teacher, to the secretary in the high school office
- sign back in at the high school office if returning the same day. If not returning, the form should be returned the following day for re-admittance.
- Violations of the closed campus policy will result in the following discipline:
  - 1st offense = 1 Level II detention
  - 2nd offense = ISS

## **LOCKERS / SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the policy outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. All materials on school property and remain at all times under the control of the school district; however, students assume full responsibility for the security of their lockers.

Students should not expect privacy regarding items placed in school property because they are subject to search at any time by school officials. Periodic general 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.

A student's failure to permit searches and seizures as provided in this policy will be subject to disciplinary action. A student's person and/or personal effects (e.g., purse, backpack, athletic gear) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of unauthorized materials. If a properly conducted search yields illegal or contraband materials, they will be turned over to proper legal authorities for ultimate disposition.

## **LOOK-ALIKE DRUG PARAPHERNALIA POLICY**

It is against school policy to have "look-alikes" or drug paraphernalia on school property. Possession of a look-alike substance is subject to disciplinary action/suspension. Look-alikes – a non-controlled substance which the person represents to be a controlled substance or represents to be of a nature, appearance or effect that will allow the person to distribute or use the substance as a controlled substance.

## **MEDICATIONS**

All medications must be registered with the principal's office.

## **MAKE UP WORK**

When absent, a student is responsible for assignments missed. Students must make up their teacher(s) to make up missed work in a timely period no longer than the amount of days absent. **Students who have unexcused absences forfeit their right to make up their missed**

## **NATIONAL HONOR SOCIETY**

The National Honor Society is composed of sophomores, juniors and seniors who have a local chapter of the NHS. Candidates for membership must have a minimum of a "B" (3.3) and have participated in leadership and service activities. Character is an important consideration; candidates must demonstrate integrity and honesty.

The Honor Society adds new members during the spring session of school each year at a ceremony. A committee of teachers, administrators and counselors will select the successful membership in the NHS. The society also engages in worthwhile projects during the school year.

## **NORTHSIDE EDUCATIONAL CENTER**

Northside Educational Center is an alternative placement for students who are removed from the traditional high school setting. Students who are referred or placed at NEC must complete their education there prior to a return to KHS.

## **OFF CAMPUS EVENTS**

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

## **PARKING LOT AND VEHICLE REGULATIONS**

Kalkaska High School wishes to provide a safe/supervised place for students to park their vehicles.

Students:

- must have a parking permit and register vehicle (NO COST) in the high school office
- must drive carefully and responsibly and park their vehicles in the correct manner.
- may not loiter in cars or in the parking lot.
- may not park in the circle drive or the south side of the high school.
- may not go out to vehicles without permission during the school day (this includes lunch)

Students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine patrols of the parking lot and inspections of the interiors of automobiles on school property. The interiors of student vehicles may be inspected whenever the school has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Searches are conducted without notice, without student consent, and without a search warrant.

## **PRINTING**

Students are limited to printing 100 total sheets per year.

## **PROTECTION OF VALUABLES**

Students are responsible for any valuables or money that they bring to school. DO NOT leave in your locker. Students are totally responsible for any articles or money that is lost. Locks are recommended.

## **SITUATIONS AND CIRCUMSTANCES**

Not addressed in this handbook will be dealt with on a case by case situation.

## **STUDENTS IN THE HALLS OR RESTROOMS**

Students are not to be in the halls or restrooms during class sessions without a pass.

## **SUMMER SCHOOL**

Kalkaska High School provides summer school as an opportunity for credit recovery in the core subjects of: English, mathematics, science and social studies.

## **TESTING OUT OF HIGH SCHOOL CLASSES**

Students may test out of high school classes. Students must notify counselors of their intent. A meeting will take place a minimum of three (3) weeks prior to the new semester between the counselor, parent to review educational goals and requirements of testing out.

## **TEXTBOOKS**

Each teacher will provide their students with the textbooks needed for their classes at the beginning of the year. Students are responsible for keeping textbooks in good repair. Students will be charged for lost or damaged textbooks.

## **MISCONDUCT - CRIMINAL ACTS (State of Michigan Law)**

### **CATEGORIES OF MISCONDUCT**

Assuming the responsibility granted to it by law, the Board of Education establishes the categories of misconduct (while a student is under jurisdiction of the school) as those which may result in temporary suspension or expulsion.

Dangerous Weapons/Firearms; Arson; Rape The Gun-Free Act of 1994(Federal Statute 20 U.S.C. 1132 PL 103-382) and the Michigan School Code (MCL 380.1311 as amended by Public Act 328 of 1994) require school boards to revise their policies to expel students automatically from school when dangerous weapons/firearms are involved. Therefore, students in possession of a dangerous weapon/firearm, and/or who commit an offense on district property (including a vehicle used to transport students) or at a district or school sponsored event, shall be expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate social services or community mental health agency. The parent, legal guardian and/or student shall receive a written referral(s).

For the purpose of this policy, a "firearm" means: (1) any weapon (including a starter and incendiary bomb) that will expel a projectile by action of an explosive, or is designed to expel a projectile by action of an explosive; (2) the frame or receiver of any such weapon; (3) any part designed to be a part of such a weapon; or (4) any destructive device.

For the purpose of this policy, a "weapon" means any object which, in the manner in which it is used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives.

Each student subject to expulsion shall have his/her situation reviewed by the Superintendent on an individual case basis.

- Assault - physical threats or violence to persons.
- Burglary - stealing of school or personal property.

- Explosives - explosives are not permitted on school property or at any school-
- Extortion, blackmail or coercion - obtaining money or property by violence or
- Larceny - theft.
- Malicious mischief - property damage
- Robbery - stealing from an individual by force or threat of force.
- Sale of alcohol or illegal drugs - will result in expulsion.
- Trespass - being present in an unauthorized place or refusing to leave when ordered
- Unlawful intimidation of school authorities - by threats of force.
- Use or possession of alcohol or illegal drugs - will result in the following discipline:
  - 1st Offense - five to seven day suspension with school approved counseling, OR ten day suspension**
  - 2nd Offense – ten day suspension and school approved counseling.**
  - 3rd Offense - expulsion.**

This will be cumulative over a four-year period.

The commission of or participation in such activities in school buildings, on school property or at school events is prohibited. Disciplinary action will be taken by the school regardless of whether criminal charges are filed.

## STUDENT CODE OF CONDUCT

The primary objective of student discipline is to produce a school environment in which complete attention may be directed toward instructional activities. Discipline should assist in the development of personal maturity of each student so that he/she enhances the immediate efforts of teachers and other pupils in the learning process and therefore, does not hinder the instruction taking place. To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of students and staff, the following guidelines and regulations have been adopted.

- Students and visitors are prohibited from wearing, possessing, or displaying any article (including but not limited to: apparel, jewelry, accessory, backpack, noisemaker) or engaging in any manner of grooming which by virtue of its color, arrangement, or trademark, or any other attribute, denotes membership in a gang/cult/non-sanctioned organization; or making, possessing, or displaying any paraphernalia, signs, or communications (written, verbal, or gesture) which symbolizes gang/ cult/non-sanctioned organization membership, recognition or support.

### Student Code Violations - Level 1

- School dress.
- Public display of affection - certain forms of familiarization between the sexes should not be taking place in a public institution and will be challenged by teachers and administrators.
- Loitering in any area for purposes other than its intended purpose.
- Misuse of passes.

### Progressive Discipline Code - Level 1 Violations

1 violation	=	lunch detention
2 violations	=	2 lunch detentions
3 violations	=	1 day in school suspension
4 violations	=	2 days in school suspension

**Student Code Violations - Level 2**

Disruptive behavior in class - conduct which substantially interferes with the educational process is prohibited.

**Progressive Discipline Code - Level 2 Violations**

- 1 violation = one hour after school detention (or 2 lunch detentions)
- 2 violations = 1 day in school suspension
- 3 violations = 2 days in school suspension
- 4 violations = 1 or 2 days out of school suspension

**Belligerent Behavior**

Hostile or aggressive behavior (whether physical or vocal) toward school officials.  
1st violation - Suspension to Expulsion (minimum 5 Day OSS)  
2nd violation - Referral to Superintendent of Schools

**Career Tech Center**

Students who are disciplined at the CTC for violations of a serious nature will receive a reciprocal discipline at KHS.

**Close Proximity**

School policy will be enforced in close proximity to the school before, during and after school.

**Disruptions**

Water balloons, squirt guns, laser pointers, skateboards, snowballs etc., and any other items that are disruptive to the educational environment are not allowed.

**Fighting**

Fighting is unacceptable and will be dealt with accordingly:  
1st violation - Suspension to expulsion (minimum 5 Day OSS)  
2nd violation - Referral to Superintendent of Schools

- Other incidents of physical aggression, including pushing and shoving another student, will receive a 1-3 day suspension depending on the circumstances.

**Insubordination**

Refusal to identify self (all persons must, upon request, identify themselves to staff and administration in the school building, on school grounds or at school sponsored events) or disobey the directives of school personnel will be subject to disciplinary actions.

**Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered disrespectful, vulgar or profane is subject to disciplinary action.



## **Suspensions and Expulsions (Long Term)**

A student charged with a violation of the code which might justify expulsions of more than ten (10) days shall be provided with a hearing.

1. Written notice of charges against a student shall be supplied to the student and his/her guardian by registered mail. Included within this notice shall be a statement of the charges (which shall be reasonable for all the parties involved) and place for the hearing.
2. Parent or guardian shall be asked to attend this hearing.
3. The student, parent/guardian may be represented by legal counsel.
4. The student shall be given an opportunity to give his/her version of the facts, to cross-examine the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/ her and to question any witnesses.
6. The hearing shall be conducted by the Board of Education or Superintendent of Schools. The determination based solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education/Superintendent shall state, within a reasonable time after the hearing, its findings as to whether the student charged is guilty of the code violation and the decision as to expulsion or long-term suspension.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.
10. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.
11. The length of period for the long-term suspension shall be described in writing by the hearing body and shall be related to the cause of the suspension.

A student under the disciplinary action of suspension or expulsion is not to come to school, school events or be on school property. During their suspension a student has the right to make up classwork.

Any student who violates this rule shall be considered an unwelcome trespasser and excluded from school grounds and enforcement authorities. The excluded student will lose the right of future attendance at the School if the student persists in violating the exclusion.

## **Suspension Procedures / Appeals**

- The student shall be informed of the specific charges and the disciplinary action against him/her.
- The student will have the right to present to the school administration any relevant evidence that will support his/her defense.
- If the student is suspended by the school administrator, the administrator will confer with the parent/guardian regarding the incident and plan the satisfactory return of the student to school.
- A formal hearing is not required for a short-term suspension. The right of appeal for the student is limited to the suspending administrators immediate supervisor. The appeal will follow the "chain of command."

## **Tardy Policy**

3 times tardy to a class = 1 set (tardies will be accumulated per semester)

Parents will be notified by phone daily if their student has an unexcused tardy

- 1st set to one class = lunch detention
- 2nd set to same class = 2 lunch detentions
- 3rd set to same class = 1 in school suspension (parent contact)
- 4th set to same class = 1 out of school suspension (parent conference required)

## **Skipping**

Skipping any part of the school day - shall be accumulated annually.

- 1 violation - Partial day - one hour detention (parent contact)
  - Full day – 1 day in school suspension (parent contact)
- 2 violations - 1 day in school suspension – (parent contact)
- 3 violations - 2 days in school suspension – (parent conference required)

\*Any further violations for tardiness and truancy will result in a graduated out-of-school suspension.

\*Any student who has 10 unexcused absences over the course of the school year will be suspended for 10 days.

Ten (10) consecutive days or fifteen (15) total days of truancy during a semester will result in a suspension for 15 days by proper authorities.

## **VIOLATIONS OF A TOBACCO FREE ZONE**

For purposes of this handbook, a “tobacco product” means a preparation of tobacco or placed in a person’s mouth; and/or “use of a tobacco product” means any of carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device; or chewing of a tobacco product, 3. The placing of a tobacco product within a person’s mouth; or smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes, or other smoking devices for burning tobacco or any other substance.

Tobacco violations on school property will result in notification of law enforcement

- 1st violation - 1 day out-of-school suspension
- Any other violations will result in a graduated out-of-school suspension.

## **SCHOOL DRESS**

- Good taste and appropriate attire will be expected. Any clothing that is a distraction or inappropriate for the school environment is subject to review.
- All clothing and accessories will be worn as intended; footwear will be worn.
- Clothing deemed mutilated or vulgar in style/design is prohibited. (clothing promoting tobacco, etc.).
- Students will be required to conform to health and safety standards in specific departments.
- Chains, bare midriffs, exposed undergarments, and skirts of inappropriate length are prohibited.
- Hats or any type of head covering are not to be worn in the building during the school day. Head coverings are to be kept in lockers and not to be carried throughout the school day.
- If a student has inappropriate clothing, he/she will have the opportunity to change or someone bring suitable clothing.

## **Addendum 1**

### **INTERNET ACCEPTABLE USE POLICY**

#### **SCHOOL DISTRICT RULES ON ACCEPTABLE USE OF COMPUTER RESOURCES (AUP)**

Use of the computer network is a privilege, not a right. The fundamental rule of the district computer network resources is that all use must be consistent with the district's goals and behavior expectations. In general, then: Uses of technical resources which support the goals of the district are usually acceptable. Uses which are not instructionally relevant or are otherwise unacceptable. Because electronic communications are so varied and diverse, these rules cannot enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

The Policy recognizes the requirements for privacy and internet safety as codified in state requirements. e.g. CIPA, COPPA

#### **Users may not:**

- Attempt to access material or sites which are blocked by the district, or attempt to access the network while access privileges are suspended.
- Attempt to circumvent, disable, or reconfigure any security system on the network or any network accessed using district technical resource.
- Access, attempt to access, modify, or delete any record or file without proper authorization.

#### **INFRACTIONS OF THE INTERNET POLICY MAY RESULT IN SUSPENSION TO EXPULSION AND LOSS OF COMPUTER AND INTERNET PRIVILEGES.**

Parents are encouraged to build a two-way link with their child's teachers, administrators, and the district by logging on to POWER SCHOOL which will allow them to keep track of their student's attendance. The web address for POWER SCHOOL can be located on the Kalkaska Public Schools website.

This handbook summarizes many of the official policies and administrative guidelines of the State of Illinois, the Department of Education and the District as required by NEOLA Policy. For a complete list of all policies and procedures related to NEOLA, please see the schools website at [www.kpschools.com](http://www.kpschools.com)

*Kalkaska Public Schools does not discriminate on the basis of sex in the education programs or activities it operates. Kalkaska Public Schools policy not to discriminate on the basis of sex in the education programs and activities extends to employment therein and to admission to the programs and activities. This statement is published in part, to fulfill the requirements of Title IX of the Education Amendments of 1972 and Section 86.9 of Title 45 of the Code of Federal Regulations, the administrative regulations passed pursuant to Title IX. Inquiries concerning the application of Title IX and the administrative regulations may be directed to the Civil Rights Coordinator of the district.*