



# **HURON SCHOOL DISTRICT**

## **The Huron High School Student Handbook 2013-2014**

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New Boston, MI 48164

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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## Huron High School Directory

<b>Administration:</b>	Donovan Rowe, Principal	782-1436
	Janice Wood, Secretary	782-1436
	Steven Hudock, Assistant Principal	782-1436
	Tracy Vogel, Secretary/Attendance	782-1436
	Martin Salazar, Athletic Director	782-0324
	Laura Dimambro, Secretary/Athletics	782-0324
<b>Counseling Department:</b>	Jason Pliska, Counselor	782-5360
	Anne Moigis, Counselor	782-5360
	Linda Malkiewicz, Secretary	782-5360
<b>Special Education:</b>	Connie Brown	782-0752
<b>Career Ed.:</b>	Mary Garbarino	782-5578
<b>Liaison Officer:</b>	Keith Nickrand	
<b>Central Office:</b>	Richard Naughton, Superintendent	782-2441
	Katrina Burnham, Administrative Assistant	782-2441

### 2013-14 Board of Education

Michael Gill	Jack Richert
Nathaniel Cornwall	Alice Ferguson
Alice Whited	Colleen Lazere
Trina Szawara	

### **Age of Majority**

When students reach the age of majority, they are afforded all of the rights and privileges of adulthood. It is imperative that students who reach this status recognize that even in "age of majority" legislation; schools have been given the right to establish reasonable rules regarding their operation. A student attending school, regardless of age, is covered by school board policies, which have been adopted officially and published. **An 18-year-old student's responsibility to the school does not change upon reaching the age of majority.**

### **Responsibility of School Community**

#### **Responsibility of Parents**

- Assist their child in attending school regularly and on time.
- Provide for their child's health, personal cleanliness, acceptable grooming and suitable dress.
- Listen to, consult with, understand, and trust their child.
- Work with school personnel and community groups to communicate concerns, which may interfere with their child's education.
- Teach their child to respect lawful procedures and the rights of others.
- Assume responsibility for and insist upon their child's understanding, development of self-reliance and independence.

#### **Responsibility of Students**

- Obey school rules and conduct themselves in a manner that promotes a positive educational environment.
- Foster positive human relations and demonstrate courtesy, tolerance and respect when dealing with others, refraining from libel, slander, obscenity or personal attacks.
- Refrain from libel, slander, obscenity or personal attacks in verbal and written expression.
- Recognize the rights of others to hold different viewpoints, tolerate the opinions of others, and dissent in an orderly, respectful manner.
- Post, publish or distribute materials in designated areas, in a manner that complies with established guidelines and without disruption of the educational program.
- Request, in writing, to be excused from activities which conflict with religious beliefs and respect the rights of others who do not participate.
- Assemble with administrative approval and according to established practices as to manner, time and place.
- Carry only those materials, which are legal, appropriate and not hazardous to any person or property and respect the rights, property and privacy of others. Carry student Agenda at all times.

### **Responsibility of Teachers**

- Know and enforce the rules consistently and fairly.
- Respect the individuality of students.
- Assist students in becoming self-reliant and independent.
- Work with parents, students, and school staff to provide for positive change.
- Notify parents and/or students who may be failing a course or needing additional assistance.

### **Responsibility of Administrative Staff**

- Know and enforce the rules consistently and fairly under the policies of the individual school and the school district.
- Establish a climate of understanding toward all students, parents and staff.
- Encourage innovative practices, which will increase student self-respect and self-reliance.

### **Responsibility of the Board**

- Hold the Superintendent and school employees responsible for the fair and consistent application of the policies of the Board of Education.
- Work to adopt clear, understandable policies that enforce the goals of the school system.
- Maintain open communication with all segments of the community.
- Foster attainment of the best possible educational environment.

## **Academic Information**

Huron High School is accredited by North Central Accreditation. As part of the accreditation process, the school community has developed a mission statement and target area goals.

### **Vision Statement**

The vision of Huron High School is to provide a dedicated, passionate, and focused plan which promotes student achievement, relationship building, and rigor and relevance. We will communicate this plan with stakeholders, identify goals to advance our vision, and monitor our progress toward our goals. We will be passionate when cultivating relationships, planning and promoting rigor, and including relevant activities and opportunities for students.

### **Mission Statement**

**Huron High School is committed to building positive relationships while providing students with rigorous and relevant programs.**

### **Target Area Goals**

1. Increase English language arts student achievement.
2. Increase math student achievement.
3. Increase science academic achievement.
4. Increase social studies student achievement.

### **Belief Statement**

We believe:

A strong, well-rounded educational program is essential for student success in and out of the classroom.

A safe, caring and productive atmosphere promotes teaching and learning.

Good communication benefits all.

Everyone is a role model for behavior and learning.

Learning takes place in an environment of mutual respect.

Building positive relationships and partnerships are the keys to a productive school system.

The understanding, use and implementation of technology are essential to our student and district success.

Student success is inevitable when all are held account

### **Academic Graduation Requirements**

In an attempt to offer more to our students and maintain the academic rigor of the state mandated graduation requirements, Huron High School has made a shift to trimester scheduling. The trimester system divides the school year into three, twelve week periods. At HHS, students will take five classes, approximately 70 minutes long in twelve week sessions. All courses taken and passed earn one-half (1/2) credit per trimester. This schedule gives students 7½ credits possible each year, compared to 6 in the previous schedule. All students must be enrolled in five (5) classes unless they are enrolled in special programs such as the Co-op Program.

### **Academic Credit Requirements**

27.5

### **General Diploma Requirements**

- 1 Credit of Art
- 4 Credits of English/Language Arts
- ½ Credit of Physical Education
- ½ Credit of Health Education
- 3 Credits of Social Studies (composed of World History/Geography, U.S. History, Consumer Economics, and Government).
- 3 Credits of Science (composed of Biology, Physical Science, Chemistry or Physics).
- 4 Credits of Math (composed of Algebra I, Geometry, Algebra II, and a Math Elective)
- Class of 2016 and beyond: 2 Years Foreign Language

Course catalog descriptions of all class requirements and electives are available in the counseling office. College Preparatory or Advanced courses may be added or deleted depending on student needs.

Only those who have successfully completed all requirements for graduation will be permitted to participate in the graduation exercise. Huron High School does not re-classify students each year based upon credit accumulation. Incoming freshmen will progress with their class until their sophomore year. Classification adjustments will be made in the Junior & Senior year based on credit accumulation.

Students who fail to receive credit in a required course are encouraged to attend Summer School. Details for attending Summer School are available through the Counseling Department. Those students who fail to obtain enough credits for placement at the next level will be considered "at risk" and parents will be notified via certified mail annually.

### **Transfer Students**

Grade placement and graduation requirements of transfer students will be determined based upon total number of completed credits prior to enrollment at Huron High School.

### **Age Restriction**

Any student who turns 20 years of age before September 1 of any school year will not be permitted to enroll in the day school program. Special education students will receive educational services until they turn 26 years of age before September 1 of any school year. Students over the age guidelines should contact the principal for clarification.

### **Huron High School Student Departure**

Any student leaving Huron High School permanently must obtain a Departure Form from the counseling office. This form must be completed by each of the student's teachers, media center specialist/librarian and principal. In addition, all textbooks, library books and equipment must be returned to the high school. All outstanding fees must be paid, and the student's locker should be emptied.

If a student has left Huron High School to attend an Alternative School designed for at-risk students, that student may not return to Huron without special permission of the principal.

Any student who has left Huron High School due to behavioral or attendance problems will be required to request re-admission from an administrator. These students will be placed on behavioral contracts and will be monitored for compliance of the contract. Students who leave Huron High School having broken their contracts may be denied re-admittance.

### **Guidance Counseling Services**

Huron High School has two full-time counselors, Jason Pliska and Anne Moigis. In addition to routine matters such as scheduling and credit checks, students are encouraged to stop in and sign the appointment sheet if they need to speak with a counselor regarding any concern. Common concerns are; getting along with peers and teachers, getting a job or choosing a college; however, any problem can be discussed. Students should understand that conversations between counselor and student are kept confidential, and counselors are trained to help both students and families. The counseling department maintains a college and career bulletin board announcing college and career opportunities, scholarships and standardized testing schedules as well as a website. Counselors can also direct students and their families to support services outside the school when additional assistance is needed. The relationship students develop with their guidance counselor can make the high school years not only more pleasant but more productive as well.

### **College and Scholarship Qualifying Tests**

- \* **(EXPLORE):** This test includes tests in English, math, science, and reading. This test is administered in the spring of the student's freshman year and is an important aid to college and career planning.
- **(PLAN) Preliminary American College Test:** This test includes tests in writing skills, mathematics, reading and science reasoning. This test is administered in the spring of the student's sophomore year, and is an important aid for college and career planning.
- **(PSAT) Preliminary Scholastic Aptitude Test:** This is also the National Merit Scholarship Qualifying Test. This test is administered in October of the student's junior year and is an important aid in college guidance.
- **(ACT) American College Test:** This test is administered to all junior level students as part of the Michigan Merit Exam (MME) in the spring of the student's junior year or any time during the senior year. Most colleges for admission purposes require it. Students may use the test to qualify for a Michigan Competitive Scholarship if the test is taken in April or June of the junior year or October of the senior year. It may be taken more than once in an effort to increase the test score.
- **(SAT) Scholastic Aptitude Test:** This test may be administered the student's senior year. The SAT is not required as an admission test for most Michigan colleges and universities; however, it may be used as such for many out of state institutions. Students should check with the counselors regarding the need for SAT testing prior to registering.

Counselors will be able to give exact dates, locations, times and fees for these tests.

### **Scheduling/Course Description Guide**

Counselors typically meet with students in February and March each year to inform students about classes offered at Huron High School. They also help students develop schedules for the upcoming year. Students and their parents can access a Course Description Guide that describes all courses offered at Huron High School. under the counseling section of the high school's website. New students will receive this booklet upon entering Huron High School. Students are encouraged to discuss the courses selected with their parents and choose classes that will challenge them and prepare them for the future. Schedules are given to students at orientation in August along with other information related to the beginning of school is sent home. Counselors are available one week before the first day of school to make any adjustments in student schedules.

### **Schedule Changes**

Given the rigor associated with the Michigan Merit Curriculum (MMC), schedule changes will be permitted only under the following conditions:

- Administrative or logistical error correction
- Failure of pre-requisite class
- Completion of summer school, correspondence, or online credit recovery
- Changes to vocational schedules implemented through DCTC program
- Special Education adjustments in accordance with a student IEP
- Changes due to Co-op (approval required by the Co-op coordinator)
- Rescheduling due to class failure

Administrative approval must be obtained prior to any schedule change. Students cannot drop a class without administrative, guidance counselor, teacher and parent approval. Students are encouraged to complete all classes in which they are enrolled. In the event that a schedule change is absolutely necessary, students requesting a course change must submit the request to the counseling office within the first four school days at the beginning of each trimester term. No course changes will be processed after this four day period.

When a class change is made, the student's attendance record and academic grade to date will be transferred to the new class. When a class is dropped, the student will receive an "E" if failing, or a "W" if passing with teacher approval and if dropped before the first progress report due date.

### **Pass/Fail Option**

This option is designed to encourage students to take higher level courses within their comfort range. Students interested in this option must have permission from the guidance counselor, course instructor and parent. This decision must be made by the midpoint of the first and third card marking period.

### **Dual Enrollment Policy**

Subject to any revision, Huron High School District will follow the April, 1997 Michigan State Aid Act PA 160, Section 21 b related to dual enrollment. Along with the State's regulations the District also has required all students who decide to take a college course to follow a set of rules decided on by the Board of Education. A complete list of these rules will be available in the high school counseling office.

### **Opting Out**

As per Board Policy the Huron Board of Education shall grant high school credit for any course, to any pupil, who decides to take a final exam under the "opting out" section of School Related Public Acts.

*The Huron Board of Education shall grant high school credit for any course, to any pupil who has not attended class but exhibits a reasonable level of mastery of the subject matter of such course by attaining a grade of "C+" or better on a Course Proficiency Assessment in the course, or if there is no final exam, by satisfying the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. Any credit granted to any pupil under this subsection shall not count toward such student's fulfillment of the requirements for graduation.*

### **Health & Physical Education Opt Out – Michigan Merit Curriculum Law:**

*MCL 380.1278b(5)(i) The health and physical education credit may be modified as part of a personal curriculum only if the modification requires the pupil to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English. This additional credit must be in addition to the number of those credits otherwise required under subsection 1 and section 1278a (2).*

### **Outside High School Credit Acceptance Policy\***

It is the policy of Huron High School to encourage students to take as many classes within the high school as possible. If a student falls short of credits because of class failures, they must work with the guidance counselor and receive permission to attend an alternative setting such as online recovery program or summer school programs to complete high school credits. No credit will be given for enrichment classes/courses taken outside the district's regular school year. Credit is conferred when a student successfully passes a course(s) or program of at least 60 hours per semester. The Huron High School policy relating to the total number of credits any student can receive under these conditions is 2 ½ credits. This includes any course work taken outside the high school setting but does not include correspondence courses. No acceptance of transfer to Downriver High School will take place without principal and/or superintendent approval. If approval is granted, transfer students cannot take vocational classes at Huron High School.

### Grading Procedures

Teachers will explain, distribute and post their individual grading procedures at the beginning of each trimester. Rubrics, which clearly establish the desired results of assignments, will be used to assess writing and performance levels (i.e. Band, Art, Woodshop). These rubrics will be established and published in agreement with school policy by the classroom teacher. Grades will be calculated for report cards and progress reports as follows

101 and above	A+	4.33	76-73	C	2.00
100-93	A	4.00	72-70	C-	1.67
92-90	A-	3.67	69-67	D+	1.33
89-87	B+	3.33	66-63	D	1.00
86-83	B	3.00	62-60	D-	0.67
82-80	B-	2.67	59- 0	E	0.00
79-77	C+	2.33			

To compute the grade point average (GPA), pluses and minuses are included. Each grade value is added and the resulting sum is divided by the number of grades added and is decimally rounded off at one thousandth. The resulting number is the GPA for that series of grades. A student's career GPA is computed as described above using only semester/trimester grades and is cumulatively upgraded every trimester throughout high school. The trimester grade is established using the following formula: 80% for each trimester 20% for the final exam.

### Report Cards

Report cards are issued at the end of twelve week trimester. Generally students receive the report cards at school. The last report card of the year will be mailed home.

### Grade Change Process

A grade refers to a grade given for a final examination or a grade given at the conclusion of a trimester or term.

1. The board of a school district shall not permit any board member, superintendent, assistant superintendent, principal, assistant principal, guidance director, teacher or any other person to change a grade given to a pupil by a teacher unless the teacher who gave the grade to the pupil is informed of one (1) or more reasons why the grade should be changed; and the teacher concurs in the grade change.
2. If the teacher who gave the grade does not concur in a grade change proposal, a teacher in the school, or the principal of the school, after consulting with the teacher who gave the grade and the proponent of the grade change, may cause a review panel to convene to consider a grade change.
3. A principal shall not cause a review panel to convene unless the proponent of the grade change submits a request for the grade change to the principal in writing setting forth the reasons for the grade change within thirty (30) days after the pupil received the grade. If the principal decides to cause the review panel to convene, he/she shall do so no later than thirty (30) days after he/she receives the written request for the proposed grade change.
4. A review panel considering a grade change shall be composed of three (3) teachers selected by their bargaining unit, one (1) board member selected by the board and *the district superintendent or the superintendent's designee*. If a member of the review panel is involved in a proposed grade change, that member shall be replaced on the review panel by an alternate for considering the proposed grade change.
5. The decision of the review panel is final. The teacher who gave the grade and proponent of the grade change will be notified within one (1) working day of the panel's decision.
6. *Parents/students may carry a final appeal on procedural concerns to the Superintendent of Schools.*

### Progress Reports

Mid-quarter (6 weeks) progress reports are issued to students to help monitor their performance in individual classes. Huron High School stresses parent involvement in the student's education and will report both positive and negative information to keep parents informed



### **Classroom Academic Procedure/Academic Dishonesty**

It shall be the policy of the high school that determination of academic dishonesty and appropriate action shall be a matter of individual judgment by the instructor. Teachers may administer a penalty up to and including the maximum penalty as stated in the Student Code of Conduct. It is the professional obligation of the faculty to enforce academic integrity in all classes. Academic dishonesty includes, but is not limited to the following:

1. Unauthorized acquisition of tests, answer keys, grade books, teacher manuals/texts or purchasing tests and/or research papers.
2. Failure to follow clear, written and/or oral instruction pertaining to materials permitted for use during tests or other assignments.
3. Open cheating (copying another student's work) on an exam or other assignment.
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received.
5. Providing unauthorized assistance with any work for which academic credit is received.
6. Revision of graded work in an attempt to receive additional credit fraudulently.
7. Plagiarism: using another person's work without acknowledgement.
8. Conduct which obtains academic credit fraudulently or dishonestly.

The instructor will notify, in writing, the student, parents and building principal of the infraction retaining copies of these notifications. The administrator will maintain a record of all such violations. Academic dishonesty will be reported to the Honor Society advisor if the student is a member of this group

### **Honor Roll**

The Honor Roll is published for each grading period. A student is listed on the Honor Roll if his/her grades average 3.0 or above. If the GPA is 3.7 or above, the student is listed on the Principal's Honor Roll. An Awards Night is held each year in May, and students who have maintained these grades for the first two trimesters of the school year are recognized. Academic letters are awarded to all students who maintain a 3.5 GPA for two consecutive trimesters.

### **Awards Night**

Awards Night takes place in May each year and is designed to recognize outstanding students who have demonstrated superior academic performance, service to school and/or community, outstanding citizenship, and/or scholar/athlete performance. Winners of scholarships, awards and certificates are honored at this program; consequently, students should dress in a semi-formal manner for this occasion. Additionally, students are reminded that all school dress code provisions apply to Awards Night.

Procedures have been established for the selection of Valedictorian, Salutatorian and Top Ten Honor Students. A criterion for each follows:

1. Valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work.
2. Salutatorian will be the student with the second highest grade point average as computed at the end of seven semesters of high school work.
3. Top Ten Honor Students consist of the remainder of the academic top ten of the graduating class to be computed at the end of seven semesters of high school work.

To be eligible for Valedictorian or Salutatorian honors, a student must be enrolled at Huron High School prior to and continuously following the tenth school day of the student's junior year. This applies also to students who are to be considered for selection as one of the Top Ten Honor Students.

### **Graduation**

One formal practice is held to ensure that the graduation ceremony runs smoothly. All seniors are required to attend this practice.

## General Information

### **Athletics and Extracurricular Activities**

Huron High School offers a variety of athletic and extracurricular activities. The following activities are available all school year. Sports are listed by season. All students are encouraged to participate in a variety of activities.

- **Art Club** - Anyone interested in art may join, not only those currently enrolled in an art class.
- **Chiefs for Christ** – Bible study and Christian student organization.
- **French Club** – Students meet, discuss French culture and participate in fundraisers for various activities.
- **Auditorium Tech Crew** - Students interested in working behind the scenes in the theatre must see Mr. Kuykendall and be trained. The crew works all shows and programs that take place in the auditorium.
- **Band** - While band is considered a credit course in the curriculum, it also is a performing organization and makes public appearances throughout the school year.
- **Color Guard** - The color guard performs with the marching band. Tryouts for this group take place in the spring.
- **Drama Club** – An opportunity to get involved in the school plays. Includes auditions, rehearsals, performances, technical support and props running for two productions each year.
- **National Honor Society** - Sophomores, Juniors and Seniors who meet the national requirements of scholarship, service, leadership and character may apply. Complete policy for application is available in both offices.
- **Outdoor Challenge** - Students have an organizational meeting each fall and participate in a variety of hiking, canoeing and camping experiences.
- **Peer Assistance Group** - Students are nominated in the spring and trained to be peer mediators.
- **S.A.D.D** - Students Against Drunk Driving is a group organized to increase student awareness about illegal teen drinking and driving. Leadership and peer resistance skills are taught.
- **Spanish Club** - Students meet, discuss Spanish culture and participate in fundraisers for various activities.
- **Student Council** - Student Council provides leadership for the student body with officers and representatives from each grade level. They meet regularly to discuss school issues and activities.
- **Interact** – High school service organization which works to serve the community and school as a whole in a variety of service oriented projects – affiliated with Rotary
- **Ecology Club** – Students engage in a variety of activities centered around the improvement of our environment within our community.
- **Quiz Bowl** - Students compete against teams of other students answering academic questions.
- **GSA** – Gay-Straight Alliance is a club that brings together LGBTQ (lesbian, gay, bi-sexual, transgendered, questioning) and straight students to support each other as well as provide a safe place to socialize and create a platform for activism to fight homophobia and transphobia.

#### **Fall Sports**

Football  
Girls' Swimming  
Girls' Cross Country  
Boys' Cross Country  
Equestrian Team (Club)  
Girls Golf  
Volleyball  
Sideline Cheerleading  
Boys' Soccer

#### **Winter Sports**

Boys' Basketball  
Hockey  
Wrestling  
Girls' Basketball  
Competitive Cheerleading  
Bowling

#### **Spring Sports**

Baseball  
Softball  
Girls' Soccer  
Girls' Track  
Boys' Track  
Boys' Golf  
Girls Tennis

### Cafeteria

The cafeteria is open before school for breakfast items and during lunch for a variety of hot and cold menu items. All food and drink must be consumed in the cafeteria. Bottled water may be taken outside this area.

#### Class/Lunch Time Schedule

Teachers Report	7:30
Warning Bell	7:45
1 <sup>st</sup> Period	7:50-9:05
2 <sup>nd</sup> Period	9:10-10:20
3 <sup>rd</sup> Period	10:25-12:10
"A" Lunch	10:25-10:55
"B" Lunch	11:00-11:30
"C" Lunch	11:40-12:10
Student lunch period will depend on 3 <sup>rd</sup> hour teacher	
4 <sup>th</sup> Period	12:15-1:25
5 <sup>th</sup> Period	1:30-2:45

#### Assembly/Activity Schedule

Teachers Report	7:30
Warning Bell	7:45
1 <sup>st</sup> Period	7:50-9:05
2 <sup>nd</sup> Period	9:10-10:20
3 <sup>rd</sup> Period	10:25-12:10
"A" Lunch	10:25-10:55
"B" Lunch	11:00-11:30
"C" Lunch	11:40-12:10
4 <sup>th</sup> Period	12:15-1:00
5 <sup>th</sup> Period	1:05-1:50
Activity Period	1:55-2:45

**STAFF WILL BE IN HALLWAYS FIVE MINUTES BEFORE AND AFTER SCHOOL FOR SUPERVISION.**

- **Students are expected to be in the classroom and in compliance with classroom teacher rules when bell rings.**

### Class Rings

Sophomores, Juniors and Seniors may order class rings. A representative from Jostens will visit the high school (date will be announced), or students may order rings from a jeweler of their choice.

### Dances

Generally there are three dances each year. The first is Homecoming, which is a semi-formal affair held in the high school cafeteria the Saturday evening after the Friday Homecoming Football game. Boys wear shirts, ties, dress pants and sport coats or suits. Girls wear dressy dresses and usually wear corsages received from their dates.

The Winter Homecoming Dance takes place in the cafeteria in February on a Saturday evening. Like the fall Homecoming dance, it is semi-formal with the same dress code as stated for that event.

Senior Prom is a formal dinner and dance that is held in May at a location voted on by the Senior Class. Boys wear tuxedos or suits and girls wear formal evening attire. Corsages or flowers for girls are the norm.

Each of these dances is considered a school sponsored event, which is chaperoned by administrators, staff and parents. All school rules are in effect for all dances, including relevant dress code regulations. For their protection students may only leave the dance to retrieve items from cars with an adult chaperone. If a student chooses to leave the dance early, he/she will not be readmitted. These dances are designed for Huron High School students. Any guests (students who do not currently attend Huron High School) must have a guest pass approved by the principal. Junior High School students may not attend dances.

### Dance/Activity Policy

1. An administrator will be at every dance held for students of Huron High School.
2. If the sponsor of an activity opens an activity to outsiders or non-Huron students, an administrator will not be required to attend the activity. The sponsor of said activity will be responsible for arranging and paying for all security and chaperones. The school district will not be responsible for any occurrence at activities or dances from sponsors who "invite" adults or outsiders to after school events.
3. All after school activities sponsors must complete a "Request for Building Use" form two weeks prior to the scheduled activity.
4. If the school-sponsored activity is to be held after school hours, the school faculty/adult sponsor must be at the activity.

5. The sponsor of the activity will be required to attend the event and have at least five (5) faculty members to help supervise and chaperone the dance and other activities. Administration reserves the right to alter the number of chaperones depending on the size of the event.
6. School Liaison Officer or another police officer will be at every dance. The group sponsoring the activity will be responsible for the officer's fee.
7. For any activity, sponsors, administrators, and/or police officers can turn away any individual that they feel is under the influence of drugs or alcohol (including tobacco).
8. Police will have a metal detector and breathalyzer (when available) for after school activities.
9. An activity/dance form will be sent to sponsoring parents, faculty and administrators for their commitment and reminder of the scheduled activity.
10. The sponsor of the activity must stay at the function until all students/guests have left the premises.

#### **Dance Court Requirements (Homecoming/Coming Home/Prom)**

Students will be considered for the three dance courts throughout a school year if they meet the following criteria:

1. Students must be a senior at Huron High School
2. Students must have a 2.0 cumulative grade point average (GPA) or higher.
3. Students cannot have any suspensions from school within a year prior to the dance.
4. Students have not been a member of another dance's court. **Students can only be a member**

For homecoming and coming home dances elections will be held to elect the court and then court will be elected by the student body (majority rule). Prom court is elected by staff and voting will occur at prom by the students attending prom.

#### **Distribution and/or Posting of Material**

All material, printed or otherwise must meet with the approval of an administrator prior to distribution or posting. Only special areas, designated for the posting of material, may be used. Materials posted in unauthorized areas will be removed. Posting or distribution of materials or advertisements for a private enterprise is not permitted. Persons posting materials are responsible for removing them when they are no longer necessary.

#### **Dress Code**

In order to create a safe and appropriate learning environment, Huron High School encourages students, parents and staff to take responsibility for appropriate dress and grooming of students. To promote health, safety and the orderly function of the educational process, a reasonable appearance is essential and has a positive impact on student behavior.

1. Head attire (e.g., hats, caps, bandanas) is not to be worn in the building and must be stored in lockers. While exceptions may occur in some vocational classrooms during class time only, students may not wear hats in hallways during breaks. This provision is an attempt to prepare students for a working environment in which head attire is not permitted; however, Huron High School shall not prohibit students from wearing any formal head attire associated the practice of their religion or a medical condition. The Board of Education has set a policy that states any administrator may invoke restrictions of any attire that may be construed as gang related.
2. Shorts, skirts, culottes and skorts may be worn no shorter than mid-thigh (**fingertip length when hands are dropped to the sides**). Slits in skirts must be moderate, and no spandex is permitted. **Holes/frays in jeans or shorts must also be below the fingertips and be no larger than the size of a student/staff members name badge.**
3. **All pants, shorts, and skirts must be worn at waist level** and may not expose undergarments of any kind.
4. Tops/shirts must cover neck to shoulder, be closely tapered around armpit and be **long enough to be tucked into pants/skirts. Midriff must be covered and necklines should not be plunging or revealing.** Tops may not be of see through fabric and must not reveal undergarments, body hair, and/or sides of body. All shirts worn by males must have sleeves. Additionally, all clothes must be worn correctly and as intended by the manufacturer, excluding clothes in direct violation of the dress code.
5. Chains and any other offensive and/or potentially harmful accessories are prohibited.
6. Clothing shall not display or allude to vulgarity, drugs, alcohol, sex, tobacco, gangs or other morally offensive material (e.g., Johnson, Coed Naked, Hooter shirts).
7. Outerwear of any nature is not to be worn or brought into the classroom. **It must be stored in lockers.** No sunglasses and trench coats of any kind may be worn in school. In addition, **bags, backpacks, or carry-alls must be placed into lockers. These items are not to be brought to class.** *The only exception to this policy is for transfer/vocational students who may take coats to lunch and classes and the physical education students who may carry bags to and from their physical education classes.*

8. Loungewear (e.g., pajama pants, boxers) of any nature is not acceptable school attire.
9. Footwear must be worn at all times. Additionally, **but not limited to** open toe, between the toe sandals (a.k.a. flip-flops) **and slippers** are prohibited. The flip-flop style sandals are defined as "backless, often foam rubber sandals" which have a thong going between the digits of the foot. Differentiation will not be made regarding sole type or width; this type of footwear is prohibited at all times.

*Administration reserves the right to restrict any clothing, grooming, and/or accessory not mentioned here if it is deemed unsafe, disruptive, or contrary to the educational environment. Examples include, but are not limited to, extreme hairstyles and/or excessive makeup.*

### **Electronic Devices/Personal Property**

Except for unusual reasons approved by the Board, Huron High School prohibits students from carrying *pocket pagers, electronic communication devices or other personal communication devices in school (Section 1303 of the School Code)*. Cassette players, CD players, video equipment, television sets, radios, headsets, personal safety devices, game pieces (such as dice), playing cards, laser lights and any type of electrical entertainment for personal use are also prohibited during school hours. Any of these devices will be confiscated on the first offense. **In the event of a confiscation, the device will be released to a parent or guardian only.** A second offense will result in a permanent confiscation plus disciplinary action.

### **Cell Phones**

In accordance with board policy 8280, students, upon request of, and with the permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cellular telephone, pager/beeper or other electronic communication device. Use of the device shall be limited to the period before classes begin in the morning, during the students' lunch period, and after the students' last class at dismissal. Such devices shall not be used during instructional time or in the passing time between classes. In addition, absolutely no pictures or video may be taken using cell phones. Like the electronic device policy, cell phones will be confiscated if seen or heard during instructional time and passing. **They will be released to a parent or guardian only.** Permanent confiscation and disciplinary action will follow a second offenses. Students violating this policy may be subject to disciplinary action as prescribed in the student handbook.

### **Emergency Cards**

All students are required to have an emergency card on file in the main office. These cards must list current work as well as home phone numbers and an alternative individual to contact should parents be unavailable during an emergency at school. After week 3 of the school year, any student who has not provided the office with a completed emergency card will be issued a detention for each day the card is not turned in.

### **Emergency Procedures**

Fire, tornado and safety drills will be conducted according to State of Michigan requirements. All Huron School District emergency plans are contained in a book located in the main office and in the media center. In addition, safety procedures are posted in each hallway, and teachers have received a classroom copy of these procedures. If it is necessary to evacuate the building during the school day, each classroom is equipped with evacuation plans. Students will be familiarized with evacuation plans and should check additional information posted in hallways. Building evacuation will be done in an orderly manner. All classroom windows must be shut and doors closed (except in the event of a tornado). The principal or his designee will deliver instructions over the P.A. system.

### **Fines, Lost Books, Unpaid Fees**

Teachers are to report any lost or damaged books, equipment, or unpaid fees or fines to the principal. Records (including report cards) will be held until all fines and fees are paid.

### **Fund Raising Activities**

School clubs and organizations, approved and regulated by the Student Government, may engage in fund raising activities. The purpose, nature and date of the fundraising activity must be approved by administration. Announcements, posters and flyers related to fundraisers must also have administration approval. A calendar of fund raising activities will be developed to eliminate competitive sales of similar items by clubs and organizations. Thereafter, no deviation from the scheduled fund raising calendar will be permitted unless prior written permission is received from the Student Government and Administration. If after reasonable requests fundraising money has not been turned in, names and amounts of money owed will be turned over to the school liaison officer for collection or further action.

## Internet Terms and Conditions Huron High School District Technology Agreement

The following is the agreement signed by all Huron High School students who have received training from the media specialist to access the Internet. Compliance with the agreement is included in the Student Code of Conduct.

### TECHNOLOGY USE AGREEMENT

Internet access is available to students and teachers in the Huron School District with funds that originated from Ameritech and the Wayne County Regional Education Service Agency (WC-RESA).

We are very pleased to bring this access to the Huron Schools and believe Internet offers vast, diverse and unique resources to both students and teachers. Our goal, in providing this service to teachers and students, is to promote educational excellence in schools through facilitating resource sharing, innovation and communication.

With access to computers and people all over the world comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network, it is impossible to control all materials. An industrious user may discover controversial information. We (the Huron School District) firmly believe in the valuable information and interaction available on this world-wide network.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you (staff, student and/or guardian) are aware of the required. If a Huron School District user violates any of these provisions, his or her technology access may be terminated and future access could possibly be denied. The signature(s) at the end of the document (given to students) is (are) legally binding and indicates the party (parties) who signed them has (have) read the terms and conditions carefully, understand(s) their significance and agree(s) to carefully adhere to them.

In compliance with the Children's Internet Protection Act (CIPA) requirements, as codified at 47 U.S.C. 254(h) and (1), the Huron School District, through Wayne County RESA has in place a filter that restricts access to inappropriate and harmful materials on the Internet for all network users, including minors. Huron School District, in conjunction with Wayne County RESA and through direct observation has the right and ability to monitor and track all network and Internet activity. Please be aware that filtering software is not guaranteed protection against access to inappropriate sites.

### Internet - Terms and Conditions

1. **Acceptable Use** – The purpose of technology, in particular the Internet, is to support research and education in and among academic and resource institutions throughout the world by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of the Huron School District. Use of other organizations' network and computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes but is not limited to:
  - A. **Compliance with Laws** – Will comply with all applicable local, state, federal and international laws and regulations (including, without limitation the US Export Administration Act) relating to transmission and use of content on the RESA Network and the Internet.
  - B. **Intellectual Property** – Will not violate any use or other rights of computer software, any trade secret, copyright, moral patent, privacy or other protectable proprietary or intellectual property rights of RESA, Huron School District or any third party.
  - C. **Offensive Material** – Will not submit, publish or intentionally display any defamatory, libelous, slanderous, inaccurate, abusive, profane, obscene, sexually explicit, threatening, harassing, embarrassing, harmful, hateful, racially or ethnically offensive or other similarly offensive or illegal material.
  - D. **Controlled Substance** – Will not make available or encourage the use, sale or distribution of controlled substances.
  - E. **Commercial Use** – Will not distribute advertising, promotional material or other forms of solicitation for personal advantage.
  - F. **Impersonation** – Will not impersonate any person or entity or communicate under a name the user is not entitled or authorized to use.
  - G. **Confidential Information** – Will not disclose or otherwise distribute to any third party any information not intended for general distribution. This includes electronic mail (email) and Huron School District personnel, financial, strategic or other business information.
  - H. **Personal Software** – Huron School District maintains a standard installation of software on all supplied computer equipment. User will not knowingly add, delete, or modify software on such Huron School District supplied computer equipment.

2. **Privileges** – The use of the Internet is a *privilege*, not a right, and inappropriate use may result in cancellation of those privileges. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior in line with the Student Code of Conduct as listed in the Student Handbook. Each student who receives access will have participated in an orientation with an authorized Huron School District staff member pertaining to the proper use of the network and equipment. The administration, Faculty and staff of the Huron School District may deny, revoke or suspend specific user access.
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following.
  - A. Be polite. Do not get abusive in your messages to others.
  - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - C. Do not reveal your personal address or phone number, or those of students or employees of the Huron School District.
  - D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - E. Do not use the network in such a way that you would disrupt the use of the network by others.
  - F. Illegal activities are strictly forbidden.
4. **On-Line Safety** – Users will abide by the following:
 

**I will** tell a staff member if I come across information that makes me feel uncomfortable.

**I will never** agree to get together with someone I “meet” on-line without first checking with a parent/teacher. In addition, the meeting will include the adult and will be held in public.

**I will never** transmit pictures of myself or staff.

**I will not** respond to messages that are mean or in any way make me uncomfortable. It is not my fault if I get such a message. If I do, I will tell a staff member right away.

**I will** talk with a staff member so rules can be set up for going on-line. We can decide on the time of the day, the length of time I can be on-line and appropriate areas for me to visit. I will not access other areas or break these rules.
5. **Huron School District** makes no warranties of any kind, whether expressed or implied, for the services it is providing. Huron School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Huron School District specifically denies any responsibility for and accuracy or quality of information obtained through these services.
6. **Security** – Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a staff member. Do not demonstrate the problem to other users. Students will not access RESA or any third party computer systems, databases, networks or other information without prior authorization. Do not use another individual's password.
7. **Vandalism** – Vandalism may result in cancellation of privileges. Vandalism, as defined in the student handbook, as well as any malicious attempt to harm or destroy any form of data, data of another user, equipment or any of the programs of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

A copy of the Huron School District Technology Use Agreement, including the parental permission form, is available in the office.

#### **Leaving School/Class Early**

Huron High School is a closed campus, and students are not permitted to leave school or go to the parking lot without following proper procedure. Students cannot leave the campus for lunch. Students must receive a permission slip from the administrative (main) office when they leave for valid reasons. In order to obtain a permission slip, the student must report to the office and receive the slip, which must be confirmed by a phone call to a parent or guardian. The student must sign out on a proper sign out form. Parents may come to the principal's office and sign their student out of school early. Parents coming to school to release their child must produce proper identification. In the event of an unexpected need to leave the building (illness, emergency, etc.) the administrative office will call home/work to verify the need and to make arrangements for transportation before the permission slip is issued. An updated Emergency Card must be on file before release. If the student returns to school, he/she must sign in at the main office and receive an admit slip to return to class. See student Sign In/Sign Out Policy.

## **Lockers/Locker Security**

Each student assigned a hall locker is expected to keep his/her locker clean and free of litter. Locker privileges can be revoked for abuse of the locker and fines imposed to students who have defaced or damaged lockers. The school advises students not to share lockers or give out combinations, as Huron High School is not responsible for any articles stolen or damaged in hallway or gym lockers. All articles in lockers must be removed prior to the last day of school. All locker problems must be reported promptly to the high school office. The administration also reserves the right to search a locker in special cases. (V.T.L.O. case #83-172)

To insure locker security:

1. Do not tell others your locker combination.
2. Do not jam locking mechanism or abuse locker.
3. Close locker properly and check lock before leaving.
4. Contact main office immediately if locker problems occur.
5. Locker combination may be changed by contacting the main office.
6. The administration reserves the right to search a locker in special cases and conduct canine searches.

### **POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS**

#### **LOCKERS ARE SCHOOL PROPERTY:**

All lockers assigned to pupils are the property of the School District. At no time does the District relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

#### **LEGITIMATE USE OF SCHOOL LOCKERS:**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by School Board policy or the school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the school principal or his/her designee.

#### **SEARCH OF LOCKER CONTENTS:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

#### **SEIZURE**

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker.



## **NOTICE OF POLICY:**

A copy of the Board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

### **Lost and Found**

Articles that are found should be taken to the main office to be reclaimed. Those items not reclaimed will be disposed of at the end of the school year.

### **Lunch Periods**

Huron High School is a closed campus, and all students are expected to report to the cafeteria in a timely fashion and remain there for the entire lunch period. Student will be issued passes if they need to use restrooms, telephone, or library during the lunch period. Students are not permitted to go off campus for lunch.

### **Media Center/Library**

The Media Center is open to students from 7:45 AM until 2:45 PM unless previous arrangements are made with the Media Specialist for additional time. A copy machine is available for student use. Any student using the Internet or Media Center computers is required to have a current Internet card on display. There is a charge for copies of materials from the Internet and research programs. Books are checked out for a two week period but can be renewed if still needed and not on reserve for another student or class. Failure to return books will result in detention or the withholding of report cards and/or schedules.

### **Medication: Rules and Regulations of Administration**

Purpose of Regulations: The administration of medicines by school personnel is a program adjustment to meet the health needs of the individual student. Students with either chronic or short-term health problems may be continued in school with this kind of program modification. Medicinal preparations are those which may be considered for administration pursuant to the written order of a physician. Prescribed medication shall be administered during school hours only when the desired effects cannot be achieved by home administration other than school hours. The school's policy on distributing medications in school will be available in the school office.

Additionally, students may possess and use either a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or school-sponsored program provided the following conditions have been met:

1. Such student has written approval to possess and use the inhaler from his/her physician or other healthcare provider.
2. Such student, if a minor, has written approval to possess and use the inhaler from his/her parent and/or legal guardian.
3. The principal, or her administrative designee, at Huron High School has received a copy of each written approval.

### **Messages \***

Messages of an urgent nature may be left/called in at the main office. Except in the case of an emergency (in which case the student will be notified immediately) messages will be delivered to classrooms during the first or last few minutes of the class period. Students may not use pagers or cell phones during school hours. These items are not permitted at Huron High School. *\*See Cell Phones pg. 11*

### **P.A. Announcements**

The Public Address announcements and posted notices are to concern school functions only and must be cleared through the Administrative Office. Only authorized persons may use the public address system.

### **Parents' Visitation to Classrooms and Review of Instructional Material**

Parents wishing to visit a class in session must adhere to the following procedures:

1. **Parents must notify administration in writing, 24 hours in advance**, of intent to visit. If for some reason the teacher does not want the parent in class, the teacher will state in writing why. *Parents are not authorized to visit on testing days. MCL 380.1137*
2. Report on arrival to the main office.
3. While in the classroom, observe not participate.

Persons not following the correct procedures will not be allowed to visit a class.

Parents wishing to review the curriculum, textbooks, and teaching materials used by Huron High School and its instructional staff may request the administration to allow such review. The School administration shall make arrangements for the review of the instructional materials at a reasonable time and place and in a reasonable manner.

### **Parking Passes**

Students who intend to use the student parking lot must register their cars with the main office. They will be issued a parking pass that must be visible in the front window of the vehicle. Students will be charged a fee for parking permits. **The fee will be collected before students may use the student lot.** Complete rules will be issued to students when they are issued the pass. Additionally, students should review "Search and Seizure," below.

### **Photo/Video Tape Consent**

- A. Parental consent for photography or video tape that is to be viewed by closed circuit television, the local cable access channel, or filming of large groups of students (e.g., classroom groups, hallway shots, etc.) for school purposes (e.g. promotional pieces, announcements, etc.) is granted when the parent/guardian of the student returns the student emergency card as evidence that the school handbook rules have been reviewed.
- B. Parents who object to this policy may obtain a photo/video denial form in the office.
- C. Individuals who are dissatisfied with the outcome of video-taped/photographed programs can put their complaint in writing to the building principal.
- D. This form does not necessarily mean that your child's work/image will definitely be featured on the Internet or in a video-taped production.

### **Public Display of Affection**

Engaging in public displays of affection (embracing, kissing, etc.) is not acceptable behavior. Students will be warned and then will be dealt with according to the code of conduct ("Undue familiarity").

### **Questioning by a Police Officer**

- If a student is questioned by a police officer, it is the responsibility of the school administration to see that:
- A. The interrogation takes place privately in the office of a school official in the presence of the principal, assistant principal or his/her representative.
  - B. Student records (*except directory information*) will remain confidential and not be available to the police department unless the student or parent gives permission.
  - C. The student has been notified of his/her rights.
  - D. A record of the interrogation will be compiled for the future use of the police, the school, the students and the parents.
  - E. Parents are notified that questioning has taken place.

### **School Bus Conduct**

The privilege of riding a school bus is directly dependent on the behavior of the bus rider. Restitution for damage done by students will be charged against the student or the student's parents (or legal guardian) at the school district's replacement cost. A student may lose the privilege of riding the bus because of discipline problems or because of vandalism (marking, defacing or damaging any part of the bus), and the Student Code of Conduct is in effect while the student *is at the bus stop or* is a passenger on the bus. A complete list of school bus rules will be posted in the front of each school bus. Copies are also available at the bus garage and the high school office.

### **School Publications and Non-School Sponsored Publications**

Journalism, Yearbook and School Newspaper provide many learning experiences. In a school community, students involved in student publication shall remain predominant. Such publications shall operate under the concept of the 1<sup>st</sup> Amendment, as interpreted by the Supreme Court, which guarantees freedom of the press. In order to achieve the full learning experience only materials alleged to maintain the following should be withheld from the press:

- A. *Libelous materials by current legal definition.*
- B. *Obscenity by current legal definition.*
- C. *Materials, which incite others to damage property, physically harm others or seriously disrupt school activities or the educational process.*

The responsibilities and authority for decisions based on the standards mentioned above are vested with the principal or to whomever he delegates this authority.

Students who edit, publish and/or wish to distribute non-school sponsored handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to the legal definition or would threaten to disrupt the educational process.

### **School Store/Trading Post**

The Trading Post, located in the rear of the cafeteria, is the school store. It is managed by students who are enrolled in marketing classes, which are part of the Business Education Curriculum. The store sells a variety of items including Huron High School Logo outerwear. The store is open during all lunch periods for the students' shopping pleasure. Any additional hours will be announced at the beginning of the school year.

### **Search and Seizure**

To maintain order and discipline in Huron High School and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of student and school property.

#### School Property

*Student desks, lockers, and other such property are owned by the school district, which exercises exclusive control over them. Students should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials.*

#### Personal Property

*Students and their personal property (backpacks, purses, etc.) are subject to search if a school official has reasonable cause to believe that a student is in possession of illegal, unauthorized (stolen), hazardous, or contraband materials.*

#### Automobiles

*Automobiles on school property are subject to search if a school official has reasonable cause to believe that there are illegal, unauthorized (stolen), hazardous, or contraband materials in or on the automobile.*

#### Canine/Metal Detectors

*The school administration may use canine and metal detectors to search for illegal, unauthorized (stolen), hazardous, or contraband materials.*

#### Definitions

*"Reasonable Cause": A belief based on specific reasonable inferences, which an administrator is entitled to draw from the facts in light of his/her experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior, smells, bulges in a pocket, and the like.*

*"Contraband" All substances or materials, the presence of which is prohibited by school policy and/or state law, including but not limited to controlled substances, drugs, alcohol, or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, incendiary and explosive devices.*

School authorities may search a student's locker and desk under the circumstances outlined below and may seize any illegal materials discovered in the search. The following rules shall apply to the search of school property assigned to a specific student (lockers, desk, etc.) and the seizure of items in his/her possession.

1. There will be reasonable cause for school authorities to believe that the possession constitutes a crime or serious rule violation.
2. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence or with his/her knowledge wherever possible.
3. Illegal items (drugs, look alike drugs, weapons, etc.) or other items determined to be a threat to the safety or security of others may be seized by school authorities at any time.

**Periodic unannounced use of canines accompanied by law officials shall be permitted both in the school and on school property.**

### **Student Government Officer Rules for Running**

1. Student must have a minimum 2.5 GPA.
2. Students must have the appropriate number of credits for the class office for which he/she is running.
3. Student must have no failing grades and have a clear disciplinary record.
4. Student must be willing to balance academic and extracurricular activities.
5. Student must be able to attend bimonthly meetings on Wednesdays at 3:00 P.M. (unless alternative time has been set in advance).
6. Student must be able to participate in the majority of the group's activities.

### **Student Hearing Procedure: Challenges and Hearings**

A student, 18 years of age or older, or the parent or legal guardian of a student under 18, may challenge the content of applicable school records on the grounds that it is inaccurate, misleading or otherwise inappropriate. If desired by the student or parent/guardian, a hearing shall be conducted to provide an opportunity for the correction or deletion of contents.

1. A request must be made for a hearing. This request shall initially be made to the principal of the building.
2. A hearing shall be conducted by the building principal within 30 days of receipt of the request with allowance for representation of all parties by an attorney or a layman, the presentation of evidence and the cross-examination at the hearing (a written record of the hearing shall be made).
3. This process (items 1 and 2) can be repeated with the Superintendent of Schools (the initial request can be eliminated and can be passed on to the Superintendent if the Superintendent feels it is warranted).
4. A final appeal can be made to the Board of Education after a hearing with the Superintendent. *The Board's decision will be made in writing and provided to the person making the request.*

In all the above instances, the hearing shall be private to protect the confidentiality of the student's records. The total time limit following receipt of the written request to the initial day of the Board hearing shall not exceed 45 days.

### **Student Identification Card**

Each student will be issued a student identification card in the fall at no cost. Each student is required to carry the card at all times while on school campus. The identification card is needed for: bus transportation, checking out materials from the Media Center, voting in school elections, admission to Huron High School co-curricular activities such as athletic events and dances and identification upon request of staff members. Failure to present an I.D. card upon request by a staff member will result in suspension from school due to insubordination. If the card is lost or stolen, the replacement charge will be \$5.00.

### **Student Records**

Any student 18 years of age or older attending school, or any parent of a student under 18 attending school, may examine the official records, files and data of the school directly relating to the student. The parent of a student 18 or older does not have the right to examine the student's files without the student's consent. The term parent also includes legal guardian. The official records, files and data which are accessible to a student or parent include all matter in the student's cumulative record and include but are not limited to the following:

1. Identifying data.
2. Academic work completed.
3. Level of achievement (grades, standardized achievement test scores).
4. Attendance data.
5. Scores on standardized intelligence, aptitude and psychological tests.
6. Interest inventory results.
7. Health data.
8. Family background.

Notes or observations concerning a student by an individual teacher, counselor or administrator which are not communicated to other persons are not considered part of the official records, files and data which must be made available. If a student's official record includes data on another student, a person entitled to examine the record should receive or be informed of only that part of the record pertaining to the individual or the child of the individual entitled to access. Information regarding other identifiable students should be excluded.

### **Student and/or Parent Access to Student Records, Files and Data**

1. A written request for access to records must be made to the principal of the building or the Superintendent. The request must specify with clarity which records and/or data are requested.

2. If request is made by a student, 18 years of age or older, or by the parents of a student under 18, the request shall be granted within 10 days if possible but in no event longer than 45 days after the request is made.
3. Examination of records shall only be made during the regular office hours of the school building in which the records are retained, shall be reviewed in a place designated by the principal or superintendent and shall be reviewed in the presence of the principal or his/her designee.
4. In general, parents or students bear the responsibility for providing consent for a third party who wishes to access records.
5. The school district has no obligation to provide free services such as copying and mailing. Actual costs of such services may be charged; however, no record fee shall prevent access by a student or parent who is financially unable to pay such a fee.
6. All request and consent forms for examination and/or transfer of records shall become a permanent part of the student's records.

#### **Third Party Access to Student Records, Files and Data**

Without the consent of an adult student, or the parents of a student under 18, no school may divulge records or personal information contained in them to anyone except:

1. Teachers or school officials within the district who have legitimate educational interest in looking at the records.
2. Officials of a school or system in which the student intends to enroll if:
  - a. The student or parents are notified, and a parental release form is signed.
  - b. The student or parents are allowed a copy of the transmitted material, if desired.
  - c. The student or parents are given an opportunity for a hearing to challenge the contents of the transmitted material.
3. In compliance with a judicial order or subpoena, if the student or parents are notified of such order or subpoena in advance of compliance.
4. When a student applies for financial aid, the Secretary of Education or an administrative head of a federal education agency may request the student's records be sent to the Secretary, an administrative head or a third person. In this instance, records may be transmitted with the consent or notification of the student or parents. (Examples of administrative heads of a federal education agency are the Commissioner of Education, Director of the National Institute of Education and the Director of the National Center for Educational Statistics.) If the request for access by the Secretary of such an administrative head is made not in connection with an application for financial aid, the Secretary or such an administrative head is authorized only to request data or personnel records which do not contain the names of students or their parents.
5. Other individuals, agencies or organizations authorized by the Family Educational Rights and Privacy Act as amended from time to time to receive records and information contained therein without consent but only upon conditions set forth in the act.

A record will be made of all requests for access to student records except requests made pursuant to paragraph one (1) above.

#### **Student School Pictures/Senior Pictures**

Early in the school year students will be given information regarding school photos. School pictures will be taken at Huron High School in the fall. Senior photos are taken at an out of school studio and done by appointment. All information regarding senior pictures will be given to students so they may make individual arrangements.

#### **Telephone Calls**

There are three pay phones provided in the building for student use. **Students may use the office phones for emergencies only.** Students may not use pay phones during class time and only for reasonable time periods and with a pay phone pass during lunch periods. **Students may use office phones only under the direction of office personnel and only for emergency purposes, such as sickness or medical reasons.** Only in the event of a verified emergency will the school accept and deliver a telephone message. Messages of a personal nature will not be accepted.

#### **Theft**

Huron High School does not assume responsibility for lost and/or stolen articles belonging to students. If a locker malfunctions, it is the student's responsibility to report it to the office. Students are responsible for paying for all textbooks that are issued to them if not returned at the end of the school year.

### Visitors

Only persons currently enrolled at Huron High School are allowed on the grounds (including student parking lot) or in the building. Students may not bring friends or relatives to school. There are no visitor passes issued for friends or relatives at Huron High School.

When entering Huron High School, all non-students or adults must report to the main office. The school administration has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who does not have lawful business to pursue at school or who acts in a manner that disturbs the normal educational function of the school. This includes students who are under suspension. If students come on campus while on suspension, additional days will result.

### Work Permits

Work permits may be obtained in the main office. A birth certificate or driver's license must be presented for verification of birth date.

### Writing Expectations and Standards

Teachers have the authority to return and have students re-write any work, which does not meet the following standards:

#### I. Heading/Student Identification:

- A. Student Name
- Teacher Name
- Subject**
- Date (**Day/Month/Year**)

#### II. MLA Format - Formal Papers/Final Draft:

- A. Word processed in **12pt, Times New Roman font**, printed on one side of the paper only.
- B. Double space with **all** one inch margins
- C. Paragraphs must be indented one inch with no extra lines between paragraphs.
- D. Number pages (with last name and page number) and staple in **upper left hand corner**.
- E. Include a **center** title on all drafts:
- F. Must follow the most recent MLA (Modern Language Association) guidelines, which are widely available in textbooks, MLA handbooks, libraries, on-line, etc.
- G. Plagiarism, which includes using another's words or ideas without properly citing will result in a failing grade.**

#### III. Final Draft Appearance-handwritten:

- A. The individual teacher may specify handwritten requirements for any non-typed paper, but non typed assignments will not be accepted for formal paper assignments.

Sample Paper:

Joe Smith

Smith 1

Mr. Jones

English 12

12 October 2000

My Paper Title Is Centered Here

College football has many storied programs. The programs that are at the top are ones with traditions of excellence on the field and off. Through the year, these teams...

## Policies and Procedures

### **Attendance Policy**

The primary purpose of the attendance policy is to encourage students to be present in their classes to attain maximum benefit from classroom activities. There is a correlation between positive attendance, academic success and acceptance of responsibility. In order to support the best educational environment possible the following attendance rules are in effect at Huron High School.

1. The number of absences per trimester is a maximum of seven (7). All absences will count toward the 7 days. The specified amount of 7 days is sufficient for all but extreme circumstances (e.g. extended illness requiring hospitalization, serious injury).
2. Suspensions will not count against the 7 day limit.
3. Teachers and administration through phone calls, letters and progress reports will inform students and parents of student absences. At 7 absences, the student will report to the assistant principal.
4. Students missing more than 7 days per trimester must sit for the end of the course assessment and display a minimum proficiency score. Students scoring at or above the cut score will have their grade calculated for the trimester and will receive the grade earned for the term. Students scoring below the cut score have not displayed sufficient mastery of the subject and will not receive credit in the course. Credit will be issued or denied at the end of the trimester in question.
5. All students must attend classes for the entire trimester
6. All students regardless of age are required to follow attendance sign-in and sign-out procedures. Once the student signs out, the absence begins and the student must leave school premises.
7. Students are not normally permitted to leave school and return the same day unless they have an appointment that cannot be made after school hours. If students plan to return to school the same day, a receipt or other notification from the medical provider, court officer or other official must be presented before the student is readmitted. Exceptions to this section may be made by administration.
8. Students will be allowed to make up work as a result of an absence or a suspension. Responsibility for making up work rests with the student. Student make-up work must be turned in the day following any multiple day suspension.
9. A student is subject to out of school suspension for the remainder of the semester when attendance problems in **three (3)** of their **five (5)** classes render the student unable to pass. The administration will make this recommendation for Board of Education approval.
10. The Michigan Compulsory Law states that students must attend school until they are sixteen years of age. Extreme truancy cases may result in the district seeking legal action.

### **\* Tardy Policy**

Cooperation by parent/legal guardian is necessary to minimize student tardiness. Careful records are maintained regarding tardiness. Students must report to class within five (5) minutes of the tardy bell. After five (5) minutes, the student will be considered absent and will be marked (L). If a student is detained by an administrator or teacher, a pass with the date, time and legitimate reason for tardiness will be issued to excuse the tardiness. Students arriving for first hour five (5) or more minutes late must sign in at the main office. They will be issued a pass to class and will be considered absent.

**A STUDENT'S GRADE IN A CLASS WILL BE LOWERED BY 1% ON THE THIRD TARDY TO CLASS AND WILL BE LOWERED 1% FOR EACH ADDITIONAL TARDY THROUGH THE NINTH TARDY. EVERY TARDY OVER NINE IN A MARKING PERIOD SHALL RESULT IN DISCIPLINARY ACTION. A TARDY MAKE-UP PROCESS WILL BE AVAILABLE EACH SEMESTER (see Tardy Make-up Policy).**

Example: Student 'A' has 9 tardies in 3rd hour. Student 'A' again is tardy to 3rd hour class. Student 'A' will be referred to the office by the teacher and will receive disciplinary action. If student 'A' was again tardy to 3rd hour, he/she would again receive disciplinary action up to and including suspension. Student 'A' would continue to receive disciplinary action for every additional tardy to his/her 3rd hour class. It is hoped that the use of discipline and lowering of grades will stop students from being tardy to class excessively.

Staff members will report excessive tardies on the progress report. Tardies and percentage subtracted from grade will be recorded in the teacher's record book. Students will go back to zero (0) tardies at the start of each trimester.

### **Tardy Make-Up Policy**

The following is the process for making up tardies that resulted in 1% loss to grade:

1. During the course of the entire marking period, students will be allowed to serve make-up time to restore lost percentages.
2. Thirty minutes equal one tardy.
3. Students must pick up a tardy make-up form from the office in order to make-up lost percentages.
4. Students must schedule make-up times with the high school office.
5. If a student is tardy for the make-up period, he/she will not be admitted.

### **Student Sign In/Sign Out Policy**

- A. Any student arriving to school more than five (5) minutes late for first hour must sign in at the main office.
- B. Any student leaving the building for any reason during the school day must sign out. This includes going to the parking lot to retrieve any item from a vehicle. Any student going to the student parking lot to retrieve items must be accompanied by an administrator or staff member. If the student is leaving due to illness or emergency, a parent must be notified and arrangements made for transportation home.
- C. If a student has an appointment that will cause him/her to leave school early, a note from a parent or legal guardian (with a phone number of that person) must be presented in the main office.
- D. If the student returns to school, he/she must sign in upon returning.
- E. Coop and Marketing students (and students in any similar program) must sign out and in each day that the program necessitates leaving Huron High School.



## THE HURON HIGH SCHOOL STUDENT CODE OF CONDUCT

A primary objective of the Huron School District is to address student concerns by providing them facilities and activities that promote the acquisition of knowledge, skills, habits and attitudes that contribute to both present and future lifestyles. Simultaneously, these opportunities for personal growth must be coupled with responsible behavior as established by the school, community and nation to become responsible citizens and productive workers.

The Huron High School Handbook and Student Code of Conduct are based on humanitarian principles and ideas and recognize the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on an understanding of the individual student and on sound guidance principles.

Because the Board of Education, staff and community are dedicated to the goal of realizing each student's full potential, the Huron School District Board of Education has adopted the following Huron High School Code of Student Conduct.

### Detention Policy

Detentions are given for minor behavior and classroom violations. Students are required to serve 50 minutes after school. Detentions are scheduled at least 3 days in advance; therefore, it is the student's responsibility to arrange transportation and work out schedules to accommodate detention. Because detention dates are randomly assigned to the first available day, students may contact the Detention Supervisor about any conflicts. This must be done at least one full day before the actual day of detention. No rescheduling will be done the day of or the day after a detention unless the student:

1. Was absent the day of the detention due to illness. In this case, it is the student's responsibility to contact the Detention Supervisor upon his/her return to school to reschedule any detention obligations.
2. Was absent the day of detention due to suspension. It is the student's responsibility to check the detention list for the rescheduled date. This should be done in the morning on the day the student returns to school. In this case the student will have at least one-day notice. If a student fails to check the list and misses a detention, the student will be held responsible.
3. Signed out early from school due to illness. A doctor's *or a parent's or legal guardian's* note is required immediately following the student's return. When the note is received from the student that morning, the detention is rescheduled.
4. Had a family emergency. These situations are decided on an individual basis. It is the student's responsibility to contact the Detention Supervisor regarding the nature of the emergency and to bring proper documentation.

A student who misses a detention for any other reason (i.e. work schedule, lack of transportation, etc.) will receive the following consequence:

1 <sup>st</sup> missed detention	student will be assigned two detentions
2 <sup>nd</sup> missed detention	one day suspension

Any further missed detentions will result in out of school suspension.

### Temporary (Short Term) Suspensions

**Temporary Suspension:** The denial of a student's right to attend school, be present on school property or attend any school function for a period not to exceed ten school days upon misconduct. Students may be suspended for offenses using an Intermediate suspension (I) based on the offense and/or frequency of the violation (see page 26 of the handbook for more detail). Suspensions will not count against the 7 day absence limit; however, students are suspended from school grounds and school sponsored activities for the duration of the suspension. Serious offenses such as fighting, drug/tobacco/alcohol possession, racial intimidation/slurs, etc. will result in full suspensions and could include board action. In addition, suspended students are responsible for all make-up work. Student work must be turned in following any multiple day suspension.

It must be made clear that administrators determine the seriousness of any offense and may assign Intermediate suspensions as needed.

**Procedure:**

1. Parent is notified
2. An informal hearing is held involving an administrator and the student, in which the student is advised of the misconduct with which he/she is charged and the evidence supporting the charge. The student may refute and present his/her version of the alleged incident. At the discretion of the administrator, other persons may be permitted to attend the hearing or otherwise provide information that will assist in the resolution of the charges.
3. If, at the conclusion of the informal hearing, the building administrator determines that the student has engaged in misconduct, the administrator may impose a temporary suspension.
4. If, at the conclusion of the informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges are dropped.
5. An appeal may be taken to the Superintendent by the student or his/her parents or guardians. The Superintendent shall review the determination of the administrator. Filing an appeal; however, shall not serve to stay the imposition of a temporary suspension imposed on the student by the administrator. Rather, in the event the Superintendent determines that the student was engaged in misconduct, such determination shall be reduced to writing and placed in the student's record. There is no appeal of temporary suspension to the Board of Education.

**Teacher Imposed Suspension:** 1999 PA 103 permitted teachers to suspend a student from any class or activity for up to one day. The teacher will send the student to the office after notifying a building administrator of the suspension immediately. The student shall not return to the teacher's classroom for one full day without the mutual agreement of the teacher and administrator. The administrator shall determine if additional disciplinary action should be taken. The teacher shall contact the student's parents/guardian on the day of the suspension to schedule a follow-up conference, at which the parent/guardian may request the administrator to be present. Suspended students shall not be permitted during the term of the suspension to attend other classes in the school building or extracurricular activities, unless the Principal or designee permits the student to continue the school day under appropriate supervision. Teacher imposed suspensions may be given for conduct which interferes with classroom discipline or operation or jeopardizes classroom safety, insubordination, disorderliness, personal physical or verbal attacks on others, or persistent violation of class rules. The teacher shall not accept for credit a suspended student's work due on the day of the suspension. This suspension must be applied in a manner consistent with the rights secured under federal and state law for students who are determined to be eligible for special education programs and services.

### **Long Term Suspension and Expulsion**

**Long Term Suspension:** The denial of a student's right to attend school, be present on school grounds or attend any school function for a period of more than ten (10) days based on the student's misconduct.

Procedure is the same as for expulsion.

**Expulsion:** The permanent exclusion of a student from the Huron School District based on the student's misconduct. Misconduct for purposes of long term suspension and expulsion shall be defined as gross misdemeanor or persistent disobedience. "Gross misdemeanor" is conduct that substantially interferes with the ordinary education of other students, jeopardizes the health and safety of staff or students, represents willful disrespect or disregard for school authority, destroys school property, is disorderly, or represents an unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion.

Grounds for expulsion also include certain behavior specifically prohibited by the Revised School Code, including possession of a dangerous weapon, commission of arson in a school building or on school grounds, commission of criminal sexual conduct, making a bomb threat, or verbally threatening or physically assaulting a school employee, volunteer, or contractor.

**Procedure:**

1. Parent is notified
2. An investigation of charges of misconduct by a student will occur as well as the offer of an informal hearing involving the student, parents/guardians and administrator where the student shall be advised of the misconduct with which he/she is charged, the evidence supporting the charges and given the opportunity to present his/her version of the alleged incident. At the discretion of the administrator, other persons may be permitted to attend the hearing or otherwise provide information that will assist in the resolution of the charges.
3. If, at the conclusion of the investigation of the charges by the administrator and at the conclusion of the informal hearing, the administrator determines that the student has engaged in misconduct which merits the imposition of a long term suspension or expulsion, the administrator shall recommend in writing that the student be so disciplined, identifying the basis upon which his/her recommendation is

founded and shall forward such a recommendation to the Superintendent. In the event an offense has been committed, which following investigation, results in an administrative recommendation for expulsion, the Superintendent may impose a suspension pending disposition of the recommendation by the Board of Education.

4. If at the conclusion of the investigation of the charges by the administrator and the conclusion of an informal hearing the building administrator determines that the student has not engaged in misconduct, all charges are dropped and records of the incident are removed from the student's file.
5. If a student, parent, or guardian does not accept the administrative decision of long term suspension or expulsion, it may be appealed to the Superintendent. The Superintendent, after hearing the appeal, may decide to support and convey a recommendation for long term suspension or expulsion to the Board of Education. The Board of Education hearing on the matter shall be scheduled within ten (10) days following the commencement of the student's suspension.
6. Prior to the hearing, the Superintendent shall notify the student and his/her parents or guardians of the recommendation for long term suspension or expulsion, and shall invite them to appear before the Board of Education, with legal counsel if desired, on the date scheduled for the hearing. The Superintendent shall notify them that the hearing shall be open or closed to the public based on their desires, and shall request a timely response as to whether they wish an open or closed hearing.
7. An expulsion hearing before the Board of Education is the student's and the parents' opportunity to appeal the Superintendent's recommendation for long term suspension or expulsion. The student or parents may be represented by an attorney or another advisor at all hearings. There may be present at the Board of Education hearing the principal, the Board of Education attorney, and any other resource person as the President of the Board of Education deems essential to the proper adjudication of the case. The hearing before the Board of Education may be open or closed to the public based on the desires of the student and/or parents or legal guardians. Both parties have the right to present evidence at the hearing. The hearing is not a court proceeding and court rules other than those stated in this Student Code of Conduct shall not be enforced at such hearings. At the hearing in the matter, the administrator or his/her designee shall present evidence in support of the charges; the student may present witnesses in his/her behalf. The hearing is not bound by formal rules of evidence. The Board of Education or its hearing officer shall admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent men in the conduct of their affairs. Disclosure of the identity of students providing information relative to the charges may be limited in accordance with statutes and case law concerning student discipline proceedings.
8. The Board of Education may accept, reject, or modify the administrative recommendation. Within five (5) days following the hearing, the Board of Education shall in a written report provide the decision to the person initiating the appeal.
9. If there is reasonable cause to believe that a student who has been charged with misconduct is a child with a disability within the meaning of Section 1401 of the Individuals with Disabilities Education Act ("IDEA"), 20 USC 33, student has not previously been evaluated by the Huron School District or Wayne County RESA, such an evaluation must occur prior to the Board of Education hearing. If the student has previously been identified as disabled, or if it is determined upon evaluation that the student is disabled, it shall be determined whether the events, which are the subject of the charges, were related to the student's disability. If it is determined that the events which are the subject of the charges were not related to the student's disability, the foregoing procedures shall resume from the point at which the student was suspended. If the incident involved is related to the student's disability, the school shall convene an Individualized Education Program Committee to review the matter and determine the appropriate educational program for the student.

#### **Appeal Process**

If the student and parents are dissatisfied with the disciplinary action taken, the following appeal process must be completed in a timely manner.

1. Meeting with the principal.
2. Meeting with the Superintendent.

#### **Out of School Suspensions Fighting**

- 1st Offense: Five (5) days unless it is of a particularly violent nature or five (5) days plus more days for not stopping, abusive language, threats, racial/ethnic slurs and/or insubordination.
- 2nd Offense: Appear before the Superintendent and minimum of a ten (10) day suspension. A behavioral contract will be developed before the student is reinstated.
- 3rd Offense: Expulsion

**Instigating:** An act of encouraging students to start or continue a fight: Three (3) days. Any act that leads to a potential situation in which a fight may occur but has not yet taken place. This includes students who engage in or encourage disruptive, verbal confrontations during or after school. Such behavior may include but not limited to shouting, pushing, foul language, racial/ethnic slurs or sexual slurs.

**Possession or Use of Tobacco Products**

- 1st offense: 3 day out of school suspension and police citation.
- 2nd offense: 5 day out of school suspension and police citation.
- 3rd offense: 10 day out of school suspension and police citation.

**Violations and Penalties**

The following outline represents disciplinary action for student conduct violations. The disciplinary action for these violations has been approved by the Board of Education or required by the Revised School Code. Complete Board policies are available in the high school and Board offices.

- Code A Detention to suspension (not to exceed 5 days)
- Code B Short-term suspension (not to exceed 10 days)
- Code C\* Long-term suspension (In excess of 10 days)
- Code D\* Expulsion (Permanent Exclusion)

\*Requires approval of Superintendent and Board of Education.

<u>Violation</u>	<u>Code</u>	<u>Min. Penalty</u>	<u>Violation</u>	<u>Code</u>
1. Abuse of Agenda/Passport	A		27. Malicious Mischief	A
2. Academic or other Dishonesty	A		28. Membership in a fraternity, sorority or club prohibited by state law	B
3. Arson/Lighting Fires	D		29. Physical assault against a school employee, volunteer, or contractor	D
4. Assault/Verbal threat (see policy)	C/D		30. Possession of drug related paraphernalia	B
5. Battery/Phys. Threat of violence (policy)	C/D		31. Possession of stolen property or	
6. Bomb Threats/911 calls	D		32. Possession without owner's permission	B
7. Concealed Weapons/any concealed Items intended to do bodily harm	D		33. Presence in unauthorized area of school	B
8. Classroom disruption	A		34. Profane/Vulgar language or gestures	A
9. Conduct which endangers health, safety & welfare of student or staff	B		35. Racial or ethnic slurs or sexually abusive language	B
10. Criminal sexual conduct	D		36. Sale of alcoholic beverages, drugs, or modifiers	C/D
11. Dress code violation	A		37. Sexual harassment of another	A-D
12. Extortion, Blackmail (obtaining money or property by threat of violence or force)	B/C		38. Theft (failure to return items)	A
13. Failure to follow school locker procedures	A		39. Trespassing	B
14. False fire alarms or abuse	C		40. Unauthorized sale of food or merchandise	A
15. Fighting - See below			41. Undue Familiarity	A
16. Firecrackers/stink bombs (use or possession of)	B		42. Use/possession/under the influence of alcohol/controlled substances/inhalants	B
17. Forgery (signing another's name without permission)	A		43. Use/possession/sale of tobacco (see Tobacco-Free Schools Act – pg. 27)	B
18. Gambling/gambling paraphernalia	A		44. Violation of building rules or policies not listed in this handbook	A
19. Gang related or offensive graffiti (writing, notebooks, Etc.)	A		45. Violation of Driving Regulations (suspension of driving privileges)	A
20. Harassment of another/bullying	A-D		46. Willful truancy (skipping)	B
21. Hazing (initiations)	A			
22. Heckling/poor sportsmanship/bad manners in public assemblies	A		<b>Vandalism/Destruction of property</b>	
23. Inappropriate use of computers (see Internet policy)	A		47. Building exterior/interior	B
24. Indecent Exposure	B		48. Equipment including computers	B
25. Insubordination (failure to comply with a reasonable request)	A		49. Faculty/staff personal property	B
26. Loitering	A		50. Student personal property	B
			51. Grounds	

**Repeat offenses or serious incident may result in more severe punishments or penalties including referral to the Board of Education for expulsion.**

## Compliance Notification

**Nondiscrimination Policy:** "It is the policy of Huron School District not to discriminate on the basis of race, color, religion, national origin, age, sex, or handicap in its educational programs, activities, or employment policies." Inquiries regarding compliance and/or grievance procedures may be directed to the Office of the Superintendent, Huron School District.

**Title IX Notice:** Title IX is a federal law, which prohibits schools from discriminating on the basis of sex. If any person believes that Huron School District or any part of the school organization has not adequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, a complaint may be brought to Katrina Burnham, Assistant to the Superintendent, Huron School District.

**Tobacco-Free Schools Act:** All public school districts, including Huron School District, are mandated to comply with Public Act 328 of 1993, the Tobacco-Free Schools Act. This law was enacted to protect children, school employees, and visitors from the dangerous effects of secondhand smoke. This Act bans the use of tobacco products at all times in all buildings owned or operated by school districts. Additionally, the law bans the use of tobacco products on school grounds, except during weekends, on holidays, and after 6:00 p.m. on school days. This law is to be enforced by local police departments, and infractions carry a fine of \$50.00.

**Asbestos Notification:** The Huron School District has an Asbestos Management Plan on file in the Office of the Superintendent for review upon request.

**Sexual Harassment Policy:** It is the policy of the Huron School District to maintain a workplace that is free from sexual harassment and discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act and will not be tolerated by any person, or in any form. This policy shall apply to all students, employees, Board members, or any person associated with Huron School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school premises while they are participating in school sponsored functions. Sexual harassment is defined as (but not limited to) unwelcome sexual advances, requests or pressure (subtle or overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sex oriented kidding), creating an intimidating, hostile, or offensive school environment. A copy of the Sexual Harassment Policy and Complaint Procedures in its entirety is available upon request. A complaint of conduct perceived to be sexual harassment should immediately be reported to Katrina Burnham, Office of the Superintendent, Huron School District. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

**Bullying and Harassment Policy:** 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 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, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in the Huron School District, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection with any Huron School District sponsored activity or event, or while in route to or from school 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.**

**On May 21, 2012 the Huron School District Board of Education adopted a Bullying and other Aggressive Behavior Policy to be compliant with MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011). A complete copy of the policy is available at the district's Administrative Office, 32044 Huron River Drive, New Boston, MI 48164.**

***Complaints regarding discrimination or harassment may also be filed with the Equal Employment Opportunity Commission in Washington, D.C., or with the Michigan Department of Civil Rights within 180 days of the alleged violation.***

**Americans with Disabilities Act:** The Huron School District has evaluated its facilities, services, policies and practices as required by Title II of the Americans with Disabilities Act of 1990 and its implementing regulations. Individuals with disabilities, and other interested parties, are invited to participate in an ongoing assessment by submitting comments. Comments should be addressed to Katrina Burnham, Assistant to the Superintendent, Huron School District, 32044 Huron River Drive, New Boston, MI 48164. Other inquiries about the Americans with Disabilities Act may be made to: U.S. Dept. of Justice, Washington, D.C. 20530.

**Policy on Drug-Free Schools:** In accordance with federal and state law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-

approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Family Educational Rights and Privacy Act:** The Family Educational Rights and Privacy Act of 1974 require that school districts inform parents whenever information on a student is released by the school district unless the information being released can be defined as "directory" information. Directory information may be published by the District in school yearbooks, school information sheets, school newspapers, school bulletins, school athletic programs or other materials released to public sources. The Huron School District has identified the following as directory information:

1. Student's name
2. Student's age
3. Student's participation in school-related activities
4. Honors and awards received by the student
5. Other information such as height and weight of athletes, honor roll membership, and other school-related publications.

This information will, as a general rule, be released by the school district without securing the prior written consent of the parent, guardian or adult student. The purpose of this notice is to inform parents in the school district of that information which is considered directory information and to provide the parent, guardian, or adult student the opportunity to object to the release of that information. If a parent, guardian, or adult student objects to the inclusion of specific information, the Huron School District will honor the objection and will not release the information without written consent of the parent, guardian, or adult student. For purposes of this notice, adult students are considered to be students who have reached the age of 18 and attend a school in the Huron School District.

If you wish to request that specific information about your student be withheld, please contact the principal of the student's school who will in turn notify the Administrative Assistant to the Superintendent.

#### **Performance-Enhancing Drugs/Compounds**

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Use of performance-enhancing substances regardless of source by a student is a violation that will affect the student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be pushed in the parent/student handbook provided annually.

The Complete Board Policy is available in the Board of Education Office per request.

**Destruction of Special Education Records:** Personally identifiable special education records, no longer needed for educational purposes will be destroyed after a student graduates from high school or reaches age twenty-six, whichever comes first. Special education records required under state and federal law will be maintained on file without time limit. The aforementioned does not prohibit the periodic cleaning of files of material that is no longer needed, or is not relevant to the educational planning required under state and federal law, i.e., absence excuses, notes from parents, etc.

**Grievance Procedures for Title VI, IX and Section 504:** If any person believes that the Huron School District or any part of the school organization has inadequately applied the principals and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward a complaint, which shall be referred to as a grievance, the District's Civil Rights Coordinator:

Katrina Burnham  
Huron School District  
32044 Huron River Drive  
New Boston, MI 48164

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools or Designee within five (5) business days after receipt of the Coordinator's response. The Superintendent or Designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Board of Education within five business (5) days of receipt of the Superintendent's or Designee's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington D.C. 20201.

Inquiries concerning the non-discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20201.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's Office.

### **Safe School Policies**

The Huron School District Board of Education approved three policies as a result of State legislation concerning school violence. Three Public Acts were signed into law to ensure schools to be a safe place for students and employees. These acts required local school boards to adopt policy by January 2000. The policies are briefly summarized below:

- **Statewide School Safety Information**  
School crime and violence are multifaceted problems, which need to be addressed with coordinated efforts of the educational community, law enforcement, and families. Schools will receive and report "reportable incidences" as defined in the School Safety Response Guide Index.
- **Class, Subject and Activity Suspensions.**  
Teachers are authorized to immediately remove or suspend a student from a class, subject, or activity when a student engages in misconduct.
- **Assaults Committed by Students.**  
The Board of Education will permanently expel a student in grade 6 or above for committing a *physical assault* against a district employee, a volunteer, or a contractor on school property, on a school bus or at a school sponsored activity. A student who commits a *verbal assault* against any of the above named people will be expelled by the Board of Education for up to 180 days. In addition, the Board will expel a student for up to 180 days if he/she commits a physical assault against another student on school property, a school bus, or at a school sponsored activity.

**A complete copy of these policies will be available in the Board of Education or High School offices.**

## Huron High School Chief Pride Letter Incentive Program

Chief Pride is an incentive program to help motivate Huron High School students to do their personal best at all times. As students participate in various activities, they will earn points towards acquiring a Varsity Letter. The criteria for earning points are as follows:

- **Passing all State Exams:**
  - **9<sup>th</sup> grade:** 250 points for receiving a 16 or better on the Explore test
  - **10<sup>th</sup> grade:** 250 points for receiving a 18 or better on the Plan test
  - **11<sup>th</sup> grade:** 250 point for receiving a 1 or 2 in all areas of the MME
  
- **Attendance:** Students who attend each day of school in each trimester.  
**60 points per Tri**
  
- **No Tardies:** Students who are on time at each period of each day for the trimester.  
**60 points per Tri**
  
- **Discipline Referrals:** Students who receive no discipline referrals in a trimester.  
**60 points per Tri**
  
- **Grades:** Students who have no failing grades in a trimester.  
**75 points per Tri**
  
- **Orientation:** **500 points for attending your class's orientation**
  
- **Parent Teacher Conferences:** **100 points** will be credited for parent and student to attend Parent-Teacher Conferences
  
- **Non-Athletic Events:** **50 points** will be credited for attending any non-athletic event (school plays, choir or band concerts, NHS inductions, honors night, etc) 400 points max
  
- **Club Participation:** Students who have 90% participation in club meetings and activities for an entire year will be credited **100 points**. 500 points max
  
- **“Class of” Participation:** Students who participate in their class's activities (float building, participant in an activity during pep assemblies, fund raisers, decorate for a dance, etc.) will earn **50 Points**. 500 points max
  
- **Community Service:** Students who achieve 10 hours per trimester will earn **50 points** per trimester with proof of hours.
  
- **6000 points = Chief Pride Letter**
- **7500 points = a varsity pin and a red honor cord for graduation**



## **Training Rules and Academic Eligibility For Athletics**

Violations that are grounds for immediate dismissal:

- Individual commits a felony.
- Distribution of any illegal substance or alcoholic beverages on or off campus.

The definition of a season begins the first day of practice or ends upon the evening of the athletic banquet. The athletic program is defined as an entire school year.

**The following training rules violations will fall under the penalties set below:**

- When an athlete has been reported to have taken property, which belongs to others.
- Destruction of property that does not belong to them.
- Any actions that violate the student handbook.

Subject to the approval of the athletic director, individual coaches may impose additional sanctions in accordance with their team policies.

A student athlete who is in violation of the training rules will be subject to sanctions. The sanctions will begin when the athlete returns to school following any out of school suspension. The following penalties shall be enforced.

First Violation: Athlete will be suspended for twenty percent of the competitive season.

Second Violation: Athlete will be suspended for forty percent of the competitive season.

Third Violation: Athlete will be permanently suspended from participation in any sport for one calendar year.

**If a student is found to be in possession, of using, or issued a police citation involving alcohol, tobacco, or illegal drugs the following measures will be taken:**

1. Upon the first violation the student shall have the option of an immediate one-week suspension from all team activities. Participation in a drug assistance program beginning with an assessment from a certified chemical dependence counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five weeks. The student must successfully complete the counseling program or else be determined in violation of team training rules and handled as such.

**OR**

2. Suspension from participation in interscholastic athletics or activity for the remainder of the current season.

(B) Upon the second violation, the student is denied participation for one calendar year from the date of notification of the violation.

(C) Upon the third violation, the student is permanently denied participation in athletics at Huron School District.

Violations are accumulate throughout the **student's** secondary school career (grades 9-12).

**Drug Testing: The Huron High School Athletic Drug testing Policy is available in the athletic office, online, and in the Office of the Board of Education**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Hall Pass Page Trimester 1**

Period	To	Date	Time	Teacher Signature	Returning Time/Signature
<b>1<sup>ST</sup> PERIOD</b>					
1					
2					
3					
4					
<b>2<sup>ND</sup> PERIOD</b>					
1					
2					
3					
4					
<b>3<sup>RD</sup> PERIOD</b>					
1					
2					
3					
4					
<b>LUNCH</b>					
1					
2					
3					
4					
<b>4<sup>TH</sup> PERIOD</b>					
1					
2					
3					
4					
<b>5<sup>TH</sup> PERIOD</b>					
1					
2					
3					
4					
<b>OTHER</b>					
1					
2					
3					
4					

**All Students must have pass book completed and with them to leave class.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Hall Pass Page Trimester 2**

Period	To	Date	Time	Teacher Signature	Returning Time/Signature
<b>1<sup>ST</sup> PERIOD</b>					
1					
2					
3					
4					
<b>2<sup>ND</sup> PERIOD</b>					
1					
2					
3					
4					
<b>3<sup>RD</sup> PERIOD</b>					
1					
2					
3					
4					
<b>LUNCH</b>					
1					
2					
3					
4					
<b>4<sup>TH</sup> PERIOD</b>					
1					
2					
3					
4					
<b>5<sup>TH</sup> PERIOD</b>					
1					
2					
3					
4					
<b>OTHER</b>					
1					
2					
3					
4					

**All Students must have pass book completed and with them to leave class.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Hall Pass Page Trimester 3**

Period	To	Date	Time	Teacher Signature	Returning Time/Signature
<b>1<sup>ST</sup> PERIOD</b>					
1					
2					
3					
4					
<b>2<sup>ND</sup> PERIOD</b>					
1					
2					
3					
4					
<b>3<sup>RD</sup> PERIOD</b>					
1					
2					
3					
4					
<b>LUNCH</b>					
1					
2					
3					
4					
<b>4<sup>TH</sup> PERIOD</b>					
1					
2					
3					
4					
<b>5<sup>TH</sup> PERIOD</b>					
1					
2					
3					
4					
<b>OTHER</b>					
1					
2					
3					
4					

**All Students must have pass book completed and with them to leave class.**

**Huron High School  
Fight Song**

**Onward Huron, Onward Huron  
Fight for Red and White  
Never waiver, Never falter  
You'll win if you try.  
Let your purpose  
Be to conquer  
Motto "Do or Die"  
In Honor  
Of the school we love  
On, Huron High.**

