



**Ida Public Schools**  
**WHERE LEARNING STRIKES!**  
**High School/Middle School Handbook**

|   |                               |
|---|-------------------------------|
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## MESSAGE TO OUR STUDENTS

Welcome to Ida Public Schools. We are pleased to have you as a student, and we will do our best to help make your experience as productive and as successful as you wish.

## TO THE PARENTS/GUARDIANS

We expect all students and parents to read and be familiar with this Handbook, as it outlines school policies and practices, student rights, and standards for student behavior. To cut costs, we are making this Handbook available online. If you require a printed copy, don't hesitate to contact the high school office.

## AUTHORIZATION

The Ida Board of Education adopted the contents of this booklet in June 2022.

### Board of Education

|                   |                |
|-------------------|----------------|
| Michael Mero, Jr. | President      |
| Jamie Hunter      | Vice President |
| Heather Schafer   | Secretary      |
| Matt Darr         | Treasurer      |
| Sarah King        | Trustee        |
| Sarah Lambert.    | Trustee        |
| Ryan Winkelman    | Trustee        |

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## **ADMINISTRATIVE NOTE**

This Student/Parent/Guardian Handbook is based on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents referenced in this Handbook since it was printed in June 2022. If you have questions or would like more information about a specific issue or document discussed in this Handbook, contact the school principal or access the related Board Policy and/or Administrative Guideline document on the school's website at <https://go.boarddocs.com/mi/ida/Board.nsf/Public>.

## **FOREWORD**

Students and Parents/Guardians:

As members of this school community, students are expected to follow the rules in this Handbook established for the welfare of the entire student body. Following the rules will help all students become better school citizens. Be proud of your school! Take care of it, and feel free to make suggestions for improving it. You are expected to act like a middle/high school student and conduct yourself properly as a school citizen. You will learn necessary and valuable skills for the future. Throughout your life, you will be looking toward the future, but you will also find yourself thinking back to the memories you made as a student at our school. This Handbook contains valuable information. All students are responsible for knowing its contents. The Handbook provides answers to many commonly asked questions that you and your parents/guardians may have during the school year. The student handbook also includes specific information about certain Board policies and procedures. If you have any questions not addressed in this Handbook, talk to your teachers or the building principal.

This Handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the Handbook is ambiguous or conflicts with these policies and procedures, the policies and guidelines shall control. This Handbook is effective immediately and supersedes any prior handbook or other written material on the same subjects.

This Handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the school's rules as of June 2022. If any of the policies or administrative guidelines referenced herein are revised after June 2022, the language in the most current policy or administrative procedure prevails.

## **MISSION OF THE SCHOOL**

The mission of Ida High School is to provide, in partnership with the community, the means to maximize the potential of all students. We encourage excellence and offer a curriculum that empowers all students to become responsible individuals, life-long learners, and productive citizens.

## **PHILOSOPHY**

The philosophy of Ida Public Schools is to develop a program that will be meaningful in meeting the needs of each student; to consider the whole individual and accept them into the program as they are; to help each student grow intellectually, physically, emotionally, socially, and morally to the highest level they are capable of attaining; to provide a stimulating environment and create a desire for learning experiences that will affect continuing satisfactory adjustment to life.

## **EQUAL EDUCATION OPPORTUNITY**

This District's policy is to provide an equal education opportunity for all students. The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regards to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the American with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities Education Act and its implementing regulations; the Michigan Mandatory Special Education Act; and the Michigan Administrative Rules for Special Education. This District is committed to a policy of nondiscrimination based on gender, religion, race, color, national origin or ancestry, disability, age, marital status, and any other legally protected characteristics in employment, education, or any program or activity for which the Board of Education is responsible and which the Board of Education receives financial assistance from the U.S. Department of Education.

Anyone who believes that they have been discriminated against because of their membership in one of the protected classes listed above while at school or during a school activity should immediately contact the School District's Compliance Officer and/or Title IX Coordinator [\[JRZ1\]](#), as applicable. The District's Compliance Officer and Title IX Coordinator is: [\[JRZ1\]](#). Under the new Title IX regulations, which become effective 8/14/20, student handbooks must specifically designate the "Title IX" Coordinator. If the Title IX Coordinator is not also Mr. Eack, please change to identify the proper individual.

Dave Eack  
Superintendent  
(734) 269-9003 (Ext. 4000)

Complaints will be investigated according to the procedures described in Board Policy 2260 and any other applicable Board Policy or Administrative Guideline by any legal requirements. Any student making a complaint or participating in a school investigation will be protected from any threat of retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

## **SECTION I - GENERAL INFORMATION**

### **A. ENROLLMENT, SCHEDULING, AND TRANSFERS**

#### **ENROLLING IN THE SCHOOL**

State law requires students to enroll in the school district where their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

Their parent or legal guardian must enroll new students under eighteen (18). When registering, parents/guardians must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental/guardian rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. Parents/guardians will be notified about the documentation required to establish permanent enrollment in such cases.

Students enrolling from another school district must have an official transcript from their previous school to transfer credits. The building office and counseling staff will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children concerning enrollment procedures.

When conducting themselves in school, adult students have the responsibilities of both student and parent/guardian. New students eighteen (18) years of age or older are not required to accompany a parent/guardian when enrolling. When residing with a parent/guardian, these students are encouraged to include the parents/guardians in the enrollment process.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state may be temporarily denied admission to the District's schools during the period of expulsion or removal. The student may also be temporarily denied access to the District's schools until the expiration of the period of expulsion or removal, which the student would have received in the District had the student committed the offense while enrolled in the District. Before denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Any student expelled from school may lose all academic credit for the semester(s) involved. Days missed due to short-term suspensions may be treated as unexcused absences. Presence on school property without permission will be considered trespassing.

### **EARLY DISMISSAL**

A student will not be allowed to leave school before dismissal without a written request signed by a person whose signature is on file in the school office or a parent/guardian coming to the school office to request the release. A student will not be released to a person other than the student's parent(s) or guardian(s) without written permission signed by the parent(s) or guardian(s). Ida Public Schools will follow all legal documentation provided by the student's parents from the courts. It is the parent's responsibility to provide updated documentation to the district.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule will be handled through the counseling department. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

International students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **SCHOOL DAY**

#### Daily Schedule

|                    |                      |
|--------------------|----------------------|
| 8:00 AM.....       | Warning Bell         |
| 8:05 - 8:55.....   | First Hour           |
| 9:00 - 9:50.....   | Second Hour          |
| 9:55 - 10:45.....  | Third Hour           |
| 10:55 – 11:47..... | Fourth Hour / Lunch* |
| 10:50 – 11:27..... | First Lunch          |
| 11:52 – 12:22..... | Second Lunch         |
| 12:27 - 1:17.....  | Fifth Hour           |
| 1:22 - 2:13.....   | Sixth Hour           |
| 2:18 - 3:10.....   | Seventh Hour         |

\*Lunch assignments will be given on the first day of classes.

Two Hour Delay Schedule

|                    |  |
|--------------------|--|
| 10:00 AM.....      | Warning Bell                                     |
| 10:05 - 10:37..... | First Hour                                       |
| 10:41 - 11:14..... | Second Hour                                      |
| 11:19 - 11:52..... | Third Hour                                       |
| 11:57-12:40.....   | Fourth Hr 5 <sup>th</sup> /6 <sup>th</sup> Gr*   |
| 12:32-1:15.....    | Fourth Hr 7 <sup>th</sup> /8 <sup>th</sup> Gr*   |
| 11:57 - 12:27..... | First Lunch 7 <sup>th</sup> /8 <sup>th</sup> Gr  |
| 12:45 - 1:15.....  | Second Lunch 5 <sup>th</sup> /6 <sup>th</sup> Gr |
| 1:20 - 1:53.....   | Fifth Hour                                       |
| 1:58 - 2:31.....   | Sixth Hour                                       |
| 2:36 - 3:10.....   | Seventh Hour                                     |

**TRANSFER OUT OF THE DISTRICT**

Please notify the principal about plans to transfer your child to another school. Students will be encouraged to complete the arrangements, return all school materials, and pay any outstanding fees or fines. School records will be released when requested by another school district.

**WITHDRAWAL FROM SCHOOL**

Students under the age of eighteen (18) will not be allowed to withdraw from school without their parents/guardians’ written consent.

**B. PARENT AND GUARDIAN INFORMATION**

**ANNUAL PARENT NOTICE**

Right to Request Teacher and Paraprofessional Qualifications

Because our school district receives federal funds under Title I of the Elementary and Secondary Education Act, you have the right to request the following information about the professional qualifications of your child’s classroom teacher(s):

1. Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;

3. The teacher's college degree(s), major(s), and field(s) of discipline, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title 1 services to your child.

If you would like to receive this information, please contact the building principal. Your request will be processed promptly.

### **PARENT/GUARDIAN INVOLVEMENT**

The Board of Education has established policies to facilitate and control classroom visitations and curriculum reviews by parents/guardians and other community members.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials used in the school. They also may make an appointment to observe instruction in any class. Any parent/guardian who wishes to review materials or follow instruction must contact the principal to make an appointment before coming to the school. Parents'/guardians shall have the right to review teaching materials and instructional activities, but the right to study is subject to reasonable restrictions and limits. Parents who disrupt the teaching process will be asked to leave. All visitors to District buildings and property, including parents, must comply with the District's Board Policies on visitors.

### **STUDENT EDUCATION RECORDS**

The School District maintains a variety of student records for each student. These records may include enrollment documents, transcripts, attendance records, special education records, test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

#### **Confidentiality and Disclosure of Education Records to Third Parties**

Under the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, the District may not release a student's education records to a third party except as permitted by FERPA or other law. "Education records" are those records maintained by the District that contain personally identifiable information about your student.

**As permitted by FERPA, the District may disclose** student directory information, as described below, to third parties without the consent of a student's parent/guardian (or the student, if age 18 or older) unless the District has previously received written notification from the student's parent/guardian (or student, if age 18 or older) that directory information should not be disclosed. For further information about the items included within the category of directory information and instructions on how to provide written notice to preclude the release of a student's directory information, refer to the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found in the appendix of this document.

Directory information includes a student's:

- A. name
- B. address
- C. telephone number
- D. date and place of birth
- E. height and weight, if the student is a member of an athletic team
- F. dates of attendance
- G. date of graduation
- H. school photographs (including those used in publications such as yearbooks or school newsletters) or videos of the student participating in school activities, events, or programs.

Other than directory information, third-party access to all other student records is protected and permitted only as required by state and federal law. Except in limited circumstances, as specifically defined in State and Federal law, the School District is prohibited from releasing all education records, other than directory information, to third parties without the prior written consent of the student's parents/guardians (or the student, if age 18 or older).

#### Right to Review and Request Amendment of Education Records

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of the documents may be charged to the parent/guardian. Please provide a written notice identifying requested student records to the building administration to review student records. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

Parents/guardians and students age 18 or older have the right to request an amendment of a student record if they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent/guardian or eligible student must request in writing. If the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, no student shall be required, as a part of the school program or the District's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, their parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents/guardians;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board Policy, the Superintendent shall establish procedures whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period after the building principal receives the request.

The Superintendent shall provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy. In addition, the Superintendent shall notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- 1) activities involving the collection, disclosure, or use of personal information collected from students for marketing or for selling that information for otherwise providing that information to others for that purpose); and
- 2) the administration of any survey by a third party that contains one or more of the items described in A through H above.

#### **RELEASE OF STUDENT PHOTOS/MEDIA INTERVIEWS**

During the year, the Ida Public Schools often have the opportunity to photograph and videotape students in various school-related activities. Student recognition programs, yearbooks, sports programs, news articles, academic programs, and fine arts programs are a few examples of these activities. These personally identifiable photographs and/or videotape footage may be used (1) in communication tools, such as the district newsletter and calendar, and (2) in communicating with the media, such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect students' privacy.



**C. If parents/guardians do not wish not to have their student’s picture appear in any of the school’s published materials, the student’s parents/guardians must inform the high school office, in writing, before the start of the school year. If the student is involved in any activities where photographs are frequently taken – for example, athletics –and the activity may commence before the start of the school year, the student’s parents/guardians must submit the letter to the high school office before the beginning of the activity. Parents/guardians need not submit a letter for each activity, and only one letter is necessary per year.**

#### **D. STUDENT RIGHTS AND RESPONSIBILITIES**

Students enjoy a range of freedoms in the school setting, including freedoms of expression and association, but these rights are not unlimited. The school’s rules and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students are expected to respect their classmates and District staff members, follow teachers’ directions, and obey all school rules. Students also have due process rights when they are subject to disciplinary measures. These rights are discussed further below in Section IV – of the Code of Conduct.

A student who has reached the age of majority possesses the full rights of an adult. A student who has reached the age of majority may have discretion over school matters that their parents previously handled. The student assumes responsibility for their performance in school, attendance, and compliance with school rules. Parents also have the right to know about their student’s educational experience and shall, unless notified differently, continue to be informed about matters regarding their children who have reached the age of majority.

#### **BEHAVIORAL EXPECTATIONS**

1. Students are expected to be punctual and orderly. Students are expected to remain in their assigned area unless they have permission to leave.
2. Turning in and completing all assigned work is essential for success. Students are expected to complete all assigned work to the best of their abilities.
3. Assuming responsibility for oneself is a positive trait necessary for personal growth. Students are expected to be responsible for themselves and be positive role models for others.
4. Respecting yourself and others are necessary for a positive learning environment. Students are expected to respect the rights of others and to behave accordingly.
5. Safety for all members of the school community is a must. Students are expected to observe all rules and policies and to do their part to provide a supportive learning environment for all students.

## **BLUE & GOLDEN RULES**

1. Embrace differences.
2. Teachers have the right to teach, and students have the right to learn.
3. Be supportive, not competitive.
4. Get comfortable with being uncomfortable.
5. Respect the Ida Community.
6. Make someone's day, every day.
7. Responsibility is key.
8. Don't let the words of others discourage you.
9. Speak up for what you believe in.
10. Take care of yourself.

## **CARE OF PROPERTY**

Students are responsible for the care of their personal property. The school will not be liable for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents/guardians.

Students are responsible for the proper care of all books, supplies, and furniture provided by the school and are responsible for any damage. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Vandalism and disregard for school property, including school buildings, lockers, desks, chairs, and educational materials, will not be tolerated. Therefore, if a student damages or loses school property, the student or their parents/guardians will be required to pay for a replacement or to repair the damage. According to the Student Discipline Code, if the damage or loss was intentional, the student will also be subject to discipline.

## **DRUG-FREE SCHOOL ZONE**

The Ida Board of Education has declared that the schools of Ida are DRUG-FREE SCHOOL ZONES. The Board of Education recognizes that young citizens of the Ida community have an absolute and fundamental right to the advantages of a school environment conducive to educational goals and prerogatives and free of drug abuse and trafficking activities. Therefore, by federal and state law, the Board of Education prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or drug-related paraphernalia by students and/or adults on school grounds, in school or school-approved vehicles, or at any school-related activity or event. Drugs include any alcoholic beverage; anabolic steroids; controlled substances as defined by Michigan statutes, a substance that could be considered a "look-alike" controlled substance; any chemical that releases toxic vapors; tobacco product; any prescription or patent drug, except those for which permission to use in school has been granted under Board Policy; and any other illegal substance so designated and prohibited by law. Drug offenders who distribute to or who use children or operate on or near school property shall be punished to the fullest extent of the law.

## **SEARCH AND SEIZURE**

While on school property or at a school-sponsored event, a school official may search a student and/or their possessions, including the student's vehicle, if the school official has reasonable

suspicion to believe the student has on his person or on his property (as applicable to the area being searched), of materials of which violates the law or school rules. A school official has reasonable suspicion when they can reasonably infer a search will result in evidence that this handbook, a Board Policy or Administrative Guideline, or the law has been violated. For example, a school official may draw a reasonable inference from a student's suspicious behavior, odors, or information from a reliable informant.

Student consent is not required. Illegal or contraband materials may be sent to the appropriate legal authorities for disposition.

Students are provided lockers, desks, and other equipment to store materials. It should be clearly understood that this equipment is the school's property and may be searched, with or without notice, to students. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. In any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. The school reserves the right not to return items that have been confiscated.

All computers located in classrooms, labs, and offices of the District are the District's property and will be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic computer files, databases, and any other electronic transmissions, such as electronic mail, contained in or used with the District's computer system. Students should not expect any information on such systems to be confidential or private.

A review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information despite a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written requests may be presented directly to the principal or the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. Any staff member will harass no student. No student should fear reprisal for the proper expression of legitimate concerns. Any suggestions, concerns, and grievances may be directed to the principal or the student government.

A student may have the right to a hearing if they believe they have been improperly denied participation in a school activity or subjected to an illegal rule or standard.

### **STUDENT RIGHTS OF EXPRESSION**

Ida Public Schools recognizes the right of students to express themselves. With the freedom of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, banners; and audio and video materials. Student speech is subject to the following guidelines:

- 1) Student speech, including written materials displayed, is prohibited if it –
  - a. is obscene to minors, defamatory, indecent, or vulgar;
  - b. advertises any product or service not permitted to minors by law;
  - c. constitutes a violation of Board Policy, this Code of Conduct, or state or federal law, including this District’s policies on harassment and bullying;
  - d. intends to incite fighting or is likely to incite violence or substantial disruption because of its content, the manner of display, and/or other relevant factors;
  - e. causes or is likely to cause a material and substantial disruption to the educational environment.
  
- 2) The distribution and/or display of written material is subject to reasonable time, place, and manner restrictions. Students must receive written permission to display or distribute written materials. Approval shall be granted for students to display and/or distribute written materials during lunch periods and/or after school in designated locations, provided exits are not blocked, and there is proper access and egress to the building, and provided the material complies with 1(a)-(e) above. Written materials may not be displayed or distributed during class periods or during passing times between classes.
  
- 3) All materials wished to be displayed must meet school guidelines and be presented to the building administration twenty-four (24) hours before display.

## **E. STUDENT HEALTH AND WELL-BEING**

### **CONCUSSION FACT SHEET FOR PARENTS AND STUDENTS**

- A concussion is a traumatic brain injury caused by a bump or blow to the head. A concussion's signs and symptoms can appear right after the injury or not for several days or weeks after the injury. If your child reports symptoms of a concussion, or if you notice the symptoms yourself, seek medical attention right away. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. Ida Public Schools will follow the protocol prescribed by a student's physician. Concussion symptoms differ with each individual. The following are signs of a concussion:
  - headache or pressure in the head;
  - nausea or vomiting;
  - problems with balance or dizziness;
  - double or blurred vision;
  - sensitivity to light or noise;
  - sleep problems;
  - feeling sluggish, hazy, foggy, or groggy;

- concentration or memory problems;
- dazed or stunned appearance; confusion;
- just not feeling right or is feeling down;
- difficulty remembering or paying attention;
- irritability or over-emotional;
- slowed reaction time.

#### Concussion Danger Signs:

- In rare cases, a blood clot may form on the brain when a person has a concussion. This crowds the brain against the skull. A student should receive immediate medical attention if they exhibit any of these danger signs:
- One pupil is more significant than the other;
- Individual is drowsy or cannot be awakened;
- A headache that gets worse;
- Weakness, numbness, decreased coordination;
- Repeated vomiting or nausea;
- Slurred speech;
- Convulsions or seizures;
- Cannot recognize people/places;
- Becomes increasingly confused, restless, or agitated;
- Displays unusual behavior;
- Loses consciousness (a brief loss of consciousness should be taken seriously).

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established policy 2340A, which requires that every student have an Emergency Medical Authorization Form completed and signed by their parent/guardian to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at enrollment and at the beginning of each year. The student may not be permitted to participate in such activities without a completed Emergency Medical Authorization Form on file in the school's office.'

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waivers, the principal may remove the student until compliance with a set deadline. This is for the safety of all students and by State law. Any questions about immunizations or waivers should be directed to the building administration/and/or superintendent's office

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the school's main office. If the injury is minor, the student will be treated and return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day must request permission to go to the office. An appropriate staff member will determine whether or not the student should remain in school or go home. No student will be released from school without the proper permission of the student's parent or guardian.

### **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, and tornado drills. Staff members are also familiar with our accident reporting procedures. Should students be aware of any dangerous situation or accident, they must notify any staff member immediately.

State law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs must provide written notice about such needs along with proper documentation by a physician to the school office. For additional information, please refer to "use of medications."

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are observed under Policy 5330:

- A. Parents/guardians should, with their physician's counsel, determine whether the medication's schedule can be adjusted to avoid administering medication during school hours.
- B. Medication Request and Authorization Forms must be filed with the respective building principal and/or athletic director before the student will be allowed to begin taking any medication during school hours or school-sponsored events.
- C. All medications must be registered with the principal's office and/or athletic director.
- D. Medication that is brought to the office will be properly secured.

\*Medication may be conveyed to the school directly by the parent/guardian. A two to four (2-4) week supply of medication is recommended.

\*Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. The child is responsible for presenting themselves on time and taking the prescribed medicine.

G. A log for each prescribed medication shall be maintained to note the person giving the medication, the date, and the time of day. This log will be held along with the physician's written instructions and the parent's written permission to release.

H. All medications must be in their original container with the original label.

### Asthma Inhalers and EpiPen

With appropriate written authorization from the physician and parent/guardian, students may possess and use a metered-dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EpiPen) is administered only in accordance with a written medication administration plan developed by the school principal and/or athletic director and updated annually.

### Non-prescribed (Over the Counter) Medications

Parents/guardians may authorize the school to administer a non-prescribed medication using a form available at the school office. A physician does not have to approve such medicines. The parent/guardian may also provide written authorization that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent /guardian authorization, s/he will be brought to the school office, and the parents/guardians will be contacted for permission. The medication will be confiscated until written approval is received.

Any student who distributes a medication of any kind to another student or is found to have a medication other than the one authorized will be disciplined in accordance with the drug-use provision of the school's code of conduct.

## **F. SAFETY**

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed due to inclement weather or other conditions, the school will notify parents/guardians using an Emergency Notification System. Parents/guardians and students are responsible for knowing about emergency closings and delays. Please contact building administration if further information is required.

### **FIRE, LOCK DOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills by State law. Their teachers will provide specific instructions on how to proceed. The alarm signal for fire drills consists of an audible horn and blinking lights.

Tornado drills will be conducted throughout the year using the procedures provided by the State and local emergency services. The alarm signal for tornadoes is different than the alarm signal for fires. Tornado drills will be announced through the building PA system.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for lockdown drills will be announced through the building PA system. Students and staff will be given direct instructions.

#### **NOTICE OF PESTICIDE APPLICATIONS**

Pesticides may be used on an as-needed basis to control various insects. Pesticides will be sprayed on a Friday after school hours. The chemicals used are approved for use in schools, restaurants, and food stores. If you or your student is chemical-sensitive, please call the Superintendent's office.

#### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is committed to providing a safe environment. It will take steps to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be available for inspection at the school offices upon request.

### **G. FINES, FEES, AND FUNDRAISING**

#### **CHECK WRITING POLICY**

When writing a check for any payment to the district of Ida, the following must be included: full name, street address, and phone number. A fee will be collected for any check returned due to insufficient funds or closed accounts.

#### **STUDENT FEES, FINES, AND SUPPLIES**

Ida Public Schools charges specific fees for certain non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Neither the school nor its staff members make a profit from these fees.

The District will provide all basic supplies needed to complete the required course curriculum. The student and their family may choose to purchase their supplies if they desire to have a greater quantity or quality of supplies or help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend proper supplies for these purposes.



## Participant Fee Guidelines

A fee of \$100.00 (one hundred dollars) will be assessed per high school student/per activity, with a \$400.00 family cap. A fee of \$75.00 (seventy-five dollars) will be assessed per middle school student/per activity, with a \$400.00 family cap. Fees are due and payable one week after each activity's first authorized day of practice. Fees are payable only to the appropriate building office. Fee payment does not guarantee participation in a game, competition, or other activity, nor does it ensure the receipt of a specific post-season award. A student who has not paid the assessed fee by the announced deadline may be excluded from all participation in the activity. A student may participate in an activity after the deadline by paying the full fee and meeting all other activity requirements. Revenue derived from assessed fees for an activity will be used to directly offset the cost of that activity at the direction of the building administration and the Board of Education.

## Refund Guidelines

Refunds will be made only to those students who are not selected for participation in a specific activity or if a particular activity is canceled. After participants for each activity are selected, receipts for fees will be issued.

## Scholarship Application

Students who cannot make fee payments due to economic hardship may apply for participation under a scholarship provision. Applications for scholarships are made available by the building administrator where the activity is centered. Administrators will review and consider each application confidentially and on its own merits. If you have any questions, please direct them to your building administrator.

## Student Fines

Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late penalties can be avoided when students return borrowed materials promptly. Failure to pay fines or fees may result in the student being denied the opportunity to participate in extracurricular activities or events.

## STUDENT SALES AND FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and community members by school guidelines. Students are not permitted to sell any item in the school other than those being sold as part of the school-sponsored fundraiser. Students are not allowed to sell any item or service in school without the approval of the building administration. Violation of this may lead to disciplinary action. The following general rules will apply to all fundraisers:

- A. Students involved in the fundraiser may not interfere with students participating in other activities when soliciting funds.

- B. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the building administration.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fundraisers that require them to exert themselves physically beyond their usual pattern of activity, such as a fundraising run or walk, will be monitored by a staff member to prevent a student from overextending themselves to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the school principal's approval.
- G. Student participation in fundraising activities conducted by school-related groups of which they are not members must be voluntary. It must be approved by the student's teacher or counselor to ensure that participants will not adversely affect their schoolwork and other school responsibilities.

## **H. MISCELLANEOUS**

### **ANIMALS ON CAMPUS**

Animals are not permitted on school grounds, other than service animals utilized by a student or animals that reside in a classroom, without permission of the building principal. Please contact your building principal if you have any questions regarding this policy.

Armed Forces Recruiting: Under 20 USC § 7908 of the Elementary and Secondary Education Act and 10 USC § 503, the school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, access to the student's directory information will not be provided. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny the release of Directory Information. Public notice shall be given regarding the right to refuse disclosure to any or all "directory information," including the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the Board will notify male students aged eighteen (18) or older that they are required to register for the Selective Service.

## **BULLETINS AND ANNOUNCEMENTS**

Each morning, all notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the P.A. system. Pupils responsible for putting notices in this daily bulletin must have their messages approved by their advisor and turned to the main office the day before the announcement.

Special notices are posted on the bulletin boards or as poster signs. All posters are limited to advertising school-sponsored events and must be approved by the administration.

## **LOST AND FOUND**

The lost and found area is located in the main office. Students who have lost items should check there and retrieve their items if they give an accurate description. Unclaimed items will be given to charity at the close of the school year.

## **MEAL SERVICE**

The Board believes the development of healthy eating habits cannot be accomplished by the District alone. It will be necessary for school staff, parents/guardians, and the public to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents/guardians interested in being involved should contact the superintendent's office.

The school participates in the National School Lunch Program and makes lunches available to students. A la carte items are available. Students may also bring their lunch to school to be eaten in the cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the school principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Contact the building administration if a student does not receive one and believes that s/he is eligible.

### **Cafeteria**

No food or beverage may be consumed in the building between 8:05 AM and 3:10 PM, except in the cafeteria during lunch hours. Food and drink brought in for lunch must be stored in lockers during the school day. Water bottles are permissible. The school cafeteria is maintained as a vital part of the school's health program. A well-balanced lunch is offered at a reasonable price to encourage good nutrition.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in appropriate containers.
2. Return all trays and utensils to the dishwashing area.

3. Leaving the table and floor around your place in a clean condition for others.

No food may be taken from the cafeteria without teacher/administrative supervision. Students must have a hall pass to leave the cafeteria during lunchtime.

#### **USE OF ELECTRONIC COMMUNICATION DEVICES**

Parents/guardians wishing to contact their students during the school day should call the school office. Student cell phone usage is prohibited during the school day and while riding school-provided transportation unless approved by the school principal, transportation director, coaches, bus drivers, or teachers. Student cell phones must be turned off and stored in a locker during the school day unless approved by the school principal, transportation director, coaches, bus drivers, or teachers. If an emergency arises, students will be allowed to use an office phone. Electronic Communication Devices include but are not limited to cell phones, iPods, and SMART watches.

#### **USE OF THE MEDIA CENTER**

The Media Center has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during most of the school day and a short time before and after school. Fines are charged for material overdue at an established rate. Materials removed from the Media Center without properly checking them out will be considered stolen and treated accordingly.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must obtain teacher permission before using equipment or materials in the classroom and obtain permission from the school principal to use other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

#### **VISITORS**

The school building will be locked from 8:05 a.m. – to 3:10 p.m. Anyone visiting the school should use the main doors. Parents/guardians and other visitors are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass will be reported to the school principal and subject to trespassing statutes. If a person wishes to confer with a staff member, they should call for an appointment before coming to the school to schedule a mutually convenient time. Students may not bring visitors to the school.

## **SECTION II – ACADEMICS**

### **A. ACADEMIC COURSES AND OPTIONS**

#### **COURSE OFFERINGS**

The current course offerings and program of study can be found at:

[https://www.idaschools.org/downloads/high\\_school\\_guidance\\_files/2020-2021\\_course\\_guide\\_1-28.pdf](https://www.idaschools.org/downloads/high_school_guidance_files/2020-2021_course_guide_1-28.pdf)

#### **FIELD TRIPS**

Field trips are intended to extend and enrich regular classroom instruction. Students are expected to maintain exemplary behavior during all field trips. A student may be denied participation on any field trips based on previous difficulties in the classroom or other school activities. No student may participate in any school-sponsored trip without parental or guardian consent. Attendance rules apply to all field trips.

Transportation to Activities: Athletes (see Athletics section) and students involved in extra-curricular activities (i.e., band, etc.) must ride school-provided transit to and from all events away from our school site. The school will only make an exception if, in advance of the trip, the student's parent or guardian makes a written or in-person request to the staff member or sponsor that the parent or guardian be allowed to transport their child.

#### **HOMEWORK**

A student should expect homework to be assigned in each class. A student's grade will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for State-mandated tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

#### **ONLINE LEARNING**

Online learning is available to all students for credit recovery and courses not offered in traditional classrooms. A student must complete an online course within 18 weeks after it is started. A student may audit a class if approved through a plan of assistance or the administration. Distance Learning is available as needed.

#### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS**

A student interested in dual enrollment (taking classes at Ida High School and a postsecondary educational institution) is allowed to enroll in the subject areas for which they have achieved a qualifying score on a readiness assessment or the Michigan merit examination; computer science or foreign language not offered by the school district; or fine arts as permitted by the school district. Students are advised to consult with the high school guidance office for more specific guidelines regarding the state's clarification of dual enrollment rules and regulations. If the dual enrollment course is used for high school credit, the student's grade in the dual enrollment course will be

factored into the student's high school GPA. The student is responsible for their own transportation to and from the off-campus course. Ida High School will pay for tuition, fees, and materials (books, equipment, etc.) for the course, up to the amount required by the State School Aid Act in MCL 388.514(5).

### SEAT TIME WAIVERS

Ida Public Schools may provide a seat time waiver to a student on an individual basis at the request of the student's parent or guardian. A parent or guardian interested in this option should contact their student's school counselor about the possibility of obtaining a seat time waiver. The following policies and practices will apply to students on a seat time waiver:

1. Each student on a full-time seat time waiver must complete 26 hours of online work each week.
2. Each student on a half-time seat time waiver must complete 13 hours of online work per week.
3. A student's progress in each online course must reflect no less than 5% course completion each week.
4. Ida school staff must proctor all tests and exams.
5. Each student must complete weekly two-way communications with their teacher of record or mentor.

\*Ida Public Schools will revoke the seat time waiver for any student who fails to comply with these policies and practices.

### STUDENT ASSESSMENTS

Michigan Merit Examination, NMSQT, and PSAT

The Michigan Merit Examination (MME) consists of three components: the College Board SAT; the WorkKeys job skills assessments in Workplace Documents, Applied Math, and Graphic Literacy; and the M-STEP Science and Social Studies assessments. Ida Public Schools will administer the MME to students in eleventh grade and those in twelfth grade who did not complete the MME in eleventh grade.

The SAT will be administered in a full-day session, and the WorkKeys will be administered on a later day. The Michigan science and social studies tests will be given at times scheduled by the District Testing Coordinator, with make-up sessions for these tests scheduled for precisely two (2) weeks later.

All eleventh-grade students will take the MME in April of each year. The MME will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Juniors also have the opportunity to take the NMSQT during the first semester.

Parents/guardians and students should watch school newsletters and the local press for announced testing times.

In addition, freshmen and sophomores will have the opportunity to take the PSAT 9/10, which consists of preparatory assessments primarily used to help students prepare for the SAT.

### Course Assessments

Ida Public Schools administers additional group tests to monitor progress and determine educational mastery levels. The staff uses these tests to assess students' instructional needs, evaluate student progress, and assign grades. Teachers select or prepare these assessments to determine how well the students have achieved specific objectives.

### Alternative Ways to Meet Curriculum Requirements

A high school student who wishes to test out of a course in which they are not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the District assessment used instead of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement. Such credit will not be counted toward the required number of credits needed for graduation and will not be used to determine the student's GPA. A student must request to test out of a course by May 1<sup>st</sup>.

A student may receive credit toward high school graduation when they complete, before entering high school, a State-mandated curriculum requirement, provided (1) the course meets the exact content requirements as the high school course and (2) the student has demonstrated the same level of proficiency on the material as required of the high school students.

### Other Surveys and Tests

The guidance staff may administer vocational and interest tests to identify particular student interests or talent areas and assist in vocational counseling. Ida Public Schools will also administer intelligence tests, basic skills tests, achievement tests, or other special testing services to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature by Board policy and Federal guidelines.

Depending on the type of testing and the specific information requested, Ida Public Schools may need to obtain consent from the student or the student's parent/guardian. Ida Public Schools will not violate the rights of consent and privacy of a student participating in any evaluation.

### **WITHDRAWAL**

Any student who withdraws from a class after the fifth (5) week of the semester will receive a grade of F for the semester. A student can withdraw from a course up until the Friday of the second whole week of the semester.

## **B. ACADEMIC SUPPORTS**

### **CERTIFICATE OF COMPLETION**

A student in special education in Ida High School can earn a “Certificate of Completion” rather than a diploma if the student has properly completed the requirements of their IEP. A certificate of completion is not a high school diploma, but a student who receives a certificate of completion would participate in all graduation activities.

A student’s IEP team can determine whether a student is pursuing a high school diploma or certificate of completion. However, the student’s IEP team will likely make this determination at the transition of IEP from middle to high school. Additional information addressing the distinctions between a high school diploma and a certificate of completion can be found here: [https://www.michigan.gov/documents/mdhhs/1\\_pg\\_Diploma\\_Decisions\\_609703\\_7.pdf](https://www.michigan.gov/documents/mdhhs/1_pg_Diploma_Decisions_609703_7.pdf).

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, concerns regarding the home, school, and social issues, or any questions the student may feel s/he would like to discuss with the counselor. Students wishing to visit a counselor should contact the main/counseling office secretary to arrange for an appointment.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who cannot attend classes because of a medical condition.

Parents/guardians should contact the school administration regarding procedures for such instruction. The building administration must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction must be made by a physician licensed to practice in Michigan, a parent/guardian, a student, or another caregiver. A physician must: certify the nature and existence of a medical condition, state the probable duration of the confinement; request such instruction; present evidence of the student’s ability to participate in an educational program.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Therefore, this District’s policy is that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and accessing the educational and extra-curricular programs offered by the District. Parents/guardians should contact the building administration to inquire about evaluation procedures and programs offered by the District.



## **SPECIAL EDUCATION AND SECTION 504 SERVICES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against based on a disability. This protection applies to all individuals who have access to the District's programs and facilities.

A student will be eligible to access special education services when the proper evaluation procedures have determined eligibility. Parent/guardian access and involvement in this procedure are essential and required by Federal (IDEA) and State law. Contact your student's counseling department or the building administration to inquire about evaluation procedures and programs.

Ida Public Schools has a long-standing belief that all children are entitled to the full benefits of public education. State and federal laws, such as the Individuals with Disabilities Education Act, known as IDEA, supports this belief. Under Michigan's Revised School Code (Act 451 of the Public Acts of 1976), special education supports are available to all eligible individuals from birth to age 26 years or graduation. Persons who reside within the Monroe County Intermediate School District and are qualified to receive special education services will be provided with appropriate programs or services by their local school district, the intermediate school district, or an approved contract agreement. The types of support provided will vary for each child. Additionally, a student with a disability may have rights under Section 504 of the Rehabilitation Act of 1973, even if that student does not qualify for services under IDEA. If a parent or guardian suspects that a disability affects their child's success in school, the parent or guardian can contact the building administrator.

### **STUDENT ASSISTANCE TEAM**

*Purpose:* The purpose of the Assistance Plan Process is to consider the unique needs of any student in the building who may need assistance. This may include tutorial programs, extra help, social services, crisis intervention, 504 accommodations, services for students with limited English proficiency, special education, and other special services of either a temporary or permanent nature.

*Composition of the Members:* The Assistance Plan Team will consist of various professionals, such as an administrator (or their designee), social worker, school psychologist, school counselor, and teachers. Parent(s)/guardian(s) and the student will also be included. Others may be included as needed. Members will be persons who are knowledgeable about the student being considered. Records, evaluation data, placement, and services offered will be reviewed.

*Meetings:* The Assistance Plan Team's meetings will be scheduled at the administrator's discretion.

*Referrals:* Any teacher or parent/guardian may refer a student for consideration.

## **C. GRADES, GRADUATION, AND CREDIT REQUIREMENTS**

### **GRADE CALCULATIONS**

Unless the building principal grants an exception, semester grades, for high school students only, will be computed as follows:

1st Semester = 80% of semester grade

2<sup>nd</sup> Semester = 80% of semester grade

Semester Exams = 20% (maximum) of semester grade

A student must achieve a minimum of 60% to earn credit for any semester grade.

### **GRADE CHANGES**

A student who believes they should have earned a higher grade than the one they received in a course can appeal the grade received by following the procedure below:

1. The student or parent, or guardian must contact the teacher to discuss the requested grade change within ten (10) days of notification of the grade in question. If the teacher agrees with the change, the teacher can change the grade and notify the principal.
2. If the teacher disagrees with the grade change, the student or the student's parent or guardian must submit to the principal a written request and justification for the requested grade change within five (5) days of the expiration of step one. The teacher will have an opportunity to present reasons for the continuance of the student's grade.
3. The student will be invited to meet with the principal and teacher for resolution within five (5) days of the expiration of step two. The principal and attorneys (if present) may question both parties while both are in attendance.
4. Upon completion of the questions, the meeting will recess while the principal (without the presence of the school attorney) deliberates.
5. The building principal will reconvene the meeting with all parties present and announce their decision within five (5) days of the expiration of step three.
6. The building principal's decision may be appealed to the superintendent, whose decision shall be final.

Failure to appeal promptly at any level renders the last decision final.

### **GRADE CLASSIFICATION**

All students are identified by their "cohort" class, which is the year that a student's class is scheduled to graduate (i.e., class of 2020, etc.). Students are on a four-year graduation plan. To graduate, a student must earn 24 credits. Six credits per year will meet this requirement, but a student who does not earn six credits will remain in their cohort class. With the Principal's permission, students will have the option to make up credits by enrolling in summer school, taking courses online, and other methods. Students achieving a predetermined number of credits will be allowed specific privileges.

The privileges are allowed as follows:

| Activity/Privilege   | Credits Required             |
|--|------------------------------|
| <ul style="list-style-type: none"> <li>• Co-op Classes</li> </ul>          | 12                           |
| <ul style="list-style-type: none"> <li>• Prom Ticket Purchase</li> </ul>   | 12                           |
| <ul style="list-style-type: none"> <li>• Class Officer (10 -12)</li> </ul> | (second year of high school) |

### **GRADE POINT AVERAGE**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses, use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the full credits earned for the GPA. A student's GPA can be calculated for a grading period, semester, year, or school year. Current grading software produces GPAs for all students.

### **GRADING PERIOD**

High school students will receive a report card at the end of each semester that indicates their grades for each course of study for that portion of the school year. Middle school students will receive a report card at the end of each marking period. Parents, guardians, and students may view student grades through Infinite Campus. For further information, please contact the building office.

### **GRADUATION REQUIREMENTS**

Typically, a student will complete graduation requirements in four (4) years. To receive a diploma and graduate, a student must meet the school requirements for basic course work and earn a minimum of 24 credits. A student enrolled in special education may be exempted or may qualify for a certificate of completion. The IEP Team determines such an exemption or qualification. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum, as shown in the certificate of completion.

Credit Requirements for Graduation:

|                |                   |
|----------------|-------------------|
| CLASS OF:      | 2023              |
|                | Credits Required: |
| English        | 4                 |
| Social Studies | 3                 |

|   |                   |
|---|-------------------|
| Mathematics   | 4                 |
| General Science (or equivalent)   | 3                 |
| Physical Education (may be earned through participation in extra-curricular, athletic activities) | .5                |
| Health (Reproductive Health / Family Planning not required)                                       | .5                |
| Computers   | .5                |
| Senior Seminar/Financial Literacy   | 1                 |
| Visual, Performing, or Applied Arts   | 1                 |
| World Language (or an equivalent learning experience in grades K-12)                              | 2                 |
| Electives   | 4.5               |
| <b>TOTAL</b>  | <b>24 credits</b> |

These additional requirements will be in effect, subject to any changes from the State Board of Education:

- The Visual, Performing, or Applied Arts requirement can also be satisfied through a one-credit State-Approved CTE program.
- One (1) of the credits required for the World Language requirement can also be satisfied through one (1) credit of an approved, formal CTE program or curriculum or a Visual or Performing Arts course.

Each student must either (1) complete an online course or learning experience or (2) have the online learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

### **HONORS AND AWARDS**

#### Latin Honors

Students who meet all Ida graduation requirements and hold one of the following GPAs will receive the corresponding Honors of Distinction upon graduation:

- GPA of 3.8334-4.0000 – Summa Cum Laude
- GPA of 3.6668-3.8333 – Magna Cum Laude

- GPA of 3.5000-3.6667 – Cum Laude

#### TOP TEN Criteria

TOP TEN honors will be awarded to the students who meet the following criteria and who have the ten highest GPAs:

- 1.) The student must complete all graduation requirements.
- 2.) The student must earn a minimum of 8 credits from the following 11 courses:
  - English (4): Honors English 1, Honors English 2, Honors English 3, Honors English 4;
  - Science (4): Honors Biology 1, Honors Chemistry, Physics 2, Anatomy, and Physiology;
  - Math (3): Honors Geometry, Pre-Calculus, Calculus.
- 3.) If the student is enrolled in one of the above 11 courses during their senior year, they may not drop the course 2<sup>nd</sup> semester without teacher approval. Dropping the course will disqualify the student from receiving TOP TEN honors.
- 4.) The student must be enrolled in Ida High School before and continuously following the Fall Count Day of the student's junior year.
- 5.) If a new student transfers into Ida High School, the student must meet the modified requirements based on the year in which they begin at the school:
  - Freshmen Year: 8 credits from the above 11 courses
  - Sophomore Year: 6 credits from the above 11 courses
  - Junior Year: 4 credits from the above 11 courses
  - Senior Year: Not eligible for Top Ten honors

#### Valedictorian and Salutatorian

The VALEDICTORIAN will be the student in the graduating class with the highest GPA who meets the TOP TEN criteria.

The SALUTATORIAN will be the student in the graduating class with the second-highest GPA who meets the TOP TEN criteria.

To be eligible for Valedictorian or Salutatorian honors, a student must (1) be enrolled in Ida High School before and continuously following the Fall Count Day of the student's junior year, (2) have been enrolled in high school for at least eight (8) consecutive semesters, and (3) earn at least fifty percent (50%) of the credits required for graduation from Ida High School.

#### **PROMOTION, PLACEMENT, AND RETENTION**

A student progresses toward graduation and receiving a diploma by completing the required coursework, earning the necessary credits, and participating the State mandated tests. A student is promoted after (1) meeting the requirements or (2) completing the goals and objectives of an Individualized Education Plan (IEP) or a personal curriculum. The student is responsible for contacting their counselor and teachers to ensure that all requirements are met. Information about

credit and course requirements is available in the Guidance Office, and counselors are available to answer any questions.

## **D. TECHNOLOGY USAGE**

### **STUDENT NETWORK/TECHNOLOGY USAGE**

Ida Public Schools provides students with network access to conduct research and communicate with others. To access network services, a student must agree to act considerate and responsible manner. Access is a privilege — not a right.

Students must conduct themselves responsibly, efficiently, ethically, and legally when using the school's technology or network. A student's communication on the network is often public, and general school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and honor all student usage agreements. At school, teachers will guide students toward appropriate materials. The district may not restrict, monitor, or control students' communication on the network; however, the district reserves the right to do so.

Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators, or their designee, may review files and electronic communications to maintain system integrity and ensure that users use the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones,—movies, social media, radio, and other potentially offensive media.

As outlined in the Board of Education's policies and procedures, including Board Policy po7540.03 and Administrative Guideline ag7540.03, and the Student Code of Conduct — copies of which are available in school offices — the following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, computer networks, or other technologies;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work, mail, or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes; or
- Any other actions deemed inappropriate by the administration.

Violations may result in a loss of access and other disciplinary or legal action.

Please find the complete 1-1 programming policy on page 82.

## **CIPA PROVISIONS (CHILDREN’S INTERNET PROTECTION ACT)**

Ida Public Schools recognizes the federal requirement for privacy and internet safety under the 'Children’s Internet Protection Act (CIPA), 47 USC 254(h), (l), 20 USC 9134(f). In compliance with the 'CIPA, 'Ida Public Schools implemented a technology protection filtering measure for district computers and the district network that protects against Internet access by adults and minors of obscene material, depicts child pornography, or is harmful to minors. The “Internet” includes the World Wide Web as used in this policy.

The district’s filtering includes m86 internet filtering through the ISD. The district has a global policy set to block everyone from inappropriate sites and block R-rated videos on YouTube.

## **SECTION III – STUDENT ACTIVITIES**

### **A. CLUBS AND ACTIVITIES**

#### **DISTRICT- AND SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Ida Public Schools allows students to broaden their learning through extra-curricular and curricular-related activities.

A co-curricular-related activity may be for credit, be required for a particular course, and contain school subject matter.

The Board authorizes many student groups sponsored by parents or guardians, community members, and staff members. Extra-curricular activities provide additional opportunities to enhance the school curriculum and pursue other worthwhile activities such as recreational sports and drama.

Students are permitted to participate in their chosen activities as long as they meet the eligibility requirements.

#### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is governed by the National Association of Secondary School Principals. Membership in the NHS is an honor bestowed upon students based on observable scholarship, leadership, character, and service to the school and community. NHS is not an honor roll, and membership is not based on academic qualifications.

Steps toward induction into the Ida High School chapter of the NHS are as follows:

1. Eleventh- and twelfth-grade students with a cumulative GPA of 3.5 or above may submit an application that includes verification of the student’s character, leadership, service, and a personal essay.
2. Eligible students must return their applications to the faculty advisor, who will forward them to the faculty committee for membership consideration.
3. A five-teacher faculty committee will review the applications, which will not include the NHS advisor or administrators.

4. Students selected for membership will be notified personally at the school and invited to participate in the annual fall induction ceremony. Students not selected for membership will be informed of areas of weakness.

Once a student is a member of the NHS, they must maintain a minimum overall GPA of 3.25 and uphold all character, leadership, and service requirements. Members are expected to participate fully in all NHS activities.

### **NON-SCHOOL-SPONSORED ACTIVITIES**

Non-school-sponsored student groups may meet during non-instructional hours. Ida Public Schools will not deny any group of students the opportunity to meet based on the activity's religious, political, philosophical, or other content. A student group must apply to the building principal to meet on school premises. The building principal must grant permission if they determine that (1) the activity is being initiated by students; (2) attendance is voluntary; (3) no school staff person will promote, lead, or participate in the event; (4) the event will not materially and substantially interfere with the orderly conduct of instructional activities in the school; and (5) non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Ida Public Schools will not permit the organization of a fraternity, sorority, or secret society. All groups must comply with school rules and provide equal opportunity to participate.

No non-school-sponsored organization may use the name of the school, school district, school mascot, or any other term which would associate an activity with the District.

### **STUDENT ATTENDANCE AT SCHOOL ACTIVITIES**

The school encourages students to attend as many after-school events as possible that do not interfere with their school, work, or home activities. Enthusiastic spectators help build school spirit and encourage students to participate in the event.

However, to ensure that students attending evening events as nonparticipants are adequately safeguarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The school will not supervise unaccompanied students or be responsible for students who arrive without an adult chaperone.

The school will provide adequate supervision for all students participating in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the school principal. The school principal will try to respond to requests for support within twenty-four (24) hours of their receipt.



## **B. ATHLETICS**

### **ATHLETICS**

Ida Public Schools provides a variety of athletic activities in which students may participate, providing the students meet any applicable eligibility requirements. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

All District athletic programs shall comply with either (1) the Michigan High School Athletic Association's concussion protocols or (2) the protocols outlined in Administrative Guideline ag5340.01, which meets state-law requirements and the Department of Health and Human Services guidelines regarding concussion awareness training and protection of youth athletes. The District shall comply with whichever standards are more protective.

### **ATHLETIC CODE**

The Athletic Department and programs of Ida Public Schools will be run in a non-discriminatory manner in accord with the regulations of the Michigan High School Athletic Association and under all applicable state and federal statutes and regulations.

#### **A. Attendance Requirements:**

1. A player must regularly attend practice sessions when the player is present in school during the day unless the coach excuses the player in advance.
2. A player's absence from school and the reasons for such absence may affect the player's standing in the athletic program.
3. No player will be permitted to practice or participate in a game if the player was absent for any part of the school day. Exceptions to this policy will be granted for:
  - a. Absences for periodic preventative medical, dental, or optical appointments where the office received written notification of the appointment at least 24 hours before the absence.
  - b. Funerals, college visits (2 per year), field trips, and absences while on other school business that are excused beforehand.
  - c. Each student-athlete will be granted two exemptions (per sports season) to the policy where the student was ill for a portion of the day but attended a minimum of four classes.

Only the Athletic Director or Principal can grant a deviation for an absence for other reasons or less than 24-hour notice. A player who violates this provision shall not participate in the next game.

4. A player cannot drop out of one sport and start practicing in another until the previous sport is over. Exceptions may be granted with the mutual consent of both coaches involved and the Athletic Director.

#### **B. Academic/Conduct Requirements**

1. Semester Eligibility: A student must have passed at least 66 percent of full-credit-load potential (four classes) for a full-time student for the previous semester.
2. Weekly Eligibility: A student shall be ineligible for a weekly eligibility period if any of the following are reported on the current eligibility report:
  - a. Two academic failures, three citizenship failures (library not included), or three academic or citizenship failures in combination.
3. Both the Athletic Director and the Principal have the discretion to deny a student permission to be dismissed from class to participate in athletic activities.
4. Academic / Disciplinary obligations (detention, suspensions, etc.) take priority over athletic activities. For example, a student whose detention conflicts with the student's athletic activities will be required to attend detention and miss the athletic activities.
5. Athletes assigned to "In-House" Suspension or are Home-Suspended on a given day are ineligible to practice or participate in athletic contests on that day.
6. A student is prohibited from using electronic communication while riding school-provided transportation unless the use was approved by the principal, transportation director, coaches, bus drivers, or teachers. Student cell phones must be turned off and stored in a locker during the school day unless approved by the principal, transportation director, coaches, bus drivers, or teachers.

### C. Training Regulations

1. An athlete is expected to contribute their maximum effort, based on their ability, at all times.
2. When awarding letters, a coach will consider an athlete's general attitude, good sportsmanship, cooperation, team spirit, interest, and application. Each coach shall establish written criteria for earning a letter in their sport and distribute those criteria before the first game.
3. An athlete is expected to carry out all training regulations prescribed by the Board of Education. The coach may, in writing, specify additional rules.
  - a. Curfew/Sportsmanship

An athlete must use good judgment in being home at an early hour during the week. Each coach will establish reasonable curfew hours for the athletes in their respective sports. A student shall not violate any curfew provisions if they are in the company of their parent or guardian.

All athletes are always expected to display good sportsmanship and good citizenship. This shall include, but not be limited to, showing respect for game officials, opposing players, and coaches. The District will not tolerate an athlete's use of profanity.

#### Punishment:

1st offense – conference with the athlete, parent/guardian, and coach and/or Athletic Director

2nd offense – miss next game

3rd offense – dropped from the team for the remainder of the season

b. Use of Tobacco Products/Vaping/JUUL and the like products

Defined as, but not limited to, smoking or having tobacco (cigarettes, cigars, pipe, chewing tobacco, or snuff) in possession.

Punishment:

1st offense – miss next game

2nd offense – dropped from the team for the remainder of the season

c. Alcohol and Other Drug Use

Defined as the consumption, possession, use, and abuse of alcoholic beverages or other drugs. This includes attending any formal or informal gathering where the primary purpose is the consumption of alcoholic beverages. Athletes should use extra care at graduation parties, wedding receptions, or other social gatherings to avoid drinking or giving the slightest appearance of drinking. The coaching staff is responsible for instructing their players in the appropriate behavior at these functions before the opening of their respective seasons.

Restorative Practice and/or Consequence:

1st offense – Miss one game and participate in Substance Abuse Assessment, as prescribed in the Student Assistance Program Policy. The athlete must attend the assessment and comply with the recommendation (i.e., drug classes at the MCISD) made at that assessment. The athlete's parent or guardian (unless the athlete has reached the age of majority) must sign a "Release of Information" form, which allows the school to learn the recommendation made at the assessment. An athlete who chooses not to attend and comply with the assessment recommendation will be suspended from participation in all sports for one calendar year.

2nd offense – dropped from participation in all sports for one calendar year.

d. Felonies or Misdemeanors

An athlete apprehended or arrested for the commission of a felony or misdemeanor may be suspended from athletic participation at the Principal's discretion. The athlete will have the right to appeal the Principal's decision to the Superintendent of Schools.

D. Transportation to Activities Away from School

All athletes must ride school-provided transportation to and from all athletic activities away from our school site (when transportation is provided) on weekdays only. Exceptions will be made only when the parent or guardian has requested in writing to the principal or athletic director, in advance, that the parent or guardian be allowed to transport their child.

School-sponsored transportation will no longer be provided on weekends.

E. Procedure for Dealing with Athletic Code Infractions

1. Any coach who has been notified that a member of their team violated the Athletic Code shall immediately inform the building principal and, within 24 hours, submit a written report to the Athletic Director and building principal, which shall include:
  - a) The name of the athlete(s) accused or involved;
  - b) The nature of the violation;
  - c) A summary of the pertinent facts surrounding the incident;
  - d) A documented report of the coach's investigation and the findings thereof, including documentation that the coach (1) gave notice of the infraction to the student and their parents or guardians and (2) permitted the student to deny or to explain any circumstances of the infraction which might affect the disciplinary action to be taken; and
  - e) The disciplinary action taken by the coach and the rationale for such action.
2. Upon receipt of the coach's report, the Athletic Director may:
  - a) Accept and file the report as submitted if the student has not appealed the coach's decision;
  - b) Convene to review the decision of the Coach, permitting the student and their parents or guardians to present the student's side of the story; or
  - c) Impose further disciplinary action based on the Athletic Review Committee's recommendation.

#### F. Medical and Insurance Requirements

1. An athlete must submit to a thorough physical examination by a physician and have a physical card on file for the current school year before he can practice or try out for a team.
2. Ida Public Schools recommends that athletes have health insurance before participating in practice or a game. Low-cost programs such as MI Child are available. Please go to <http://www.develctrs.org/secondaryPages/miChild.htm> for further information.
3. All injuries are to be reported immediately to the coach. Any student who incurs an injury requiring a physician's care to have written approval by a physician before the student's return to participation.
4. To minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches or volunteers shall not supply, recommend, or endorse the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

#### G. Awards

1. The coaches of a particular sport will determine the recipients of letters for that sport.
2. Each athlete can receive a maximum of one (1) varsity letter per sport. Additionally, the first time an athlete earns a letter in a particular sport, that athlete is awarded an insert identifying that sport and a service stripe insert. Each athlete who earns a subsequent varsity award in that sport will receive an additional service stripe

- insert. An athlete will receive a certificate of recognition each time the athlete earns a letter.
3. A six-inch block “I” will be awarded to those who earn a reserve letter.
  4. Each student can receive only one (1) reserve letter, but a student will receive a certificate each time he earns one.
  5. All freshmen who complete a sport will be awarded numerals for the year they graduate.
  6. All letters should be worn only by those who have earned them.

### **ATHLETIC ADMISSION PRICES**

#### Single Game Tickets

JV/Varsity Games

Freshman and Middle School Games

Adults \$5.00

All Admissions \$4.00

Students \$4.00

Students \$3.00

4th Grade & Younger Free

4th Grade & Younger Free

#### Year-Long Passes

Year-Long Family Pass \$200

Year-Long Individual Pass \$90

Year-Long Student Pass \$50

Year-Long Staff Pass 1/2 Price

Year-Long Senior Pass \$10

Ida Public Schools provides armed service personnel with free admission to all school events.

### **C. STUDENT EMPLOYMENT**

Ida Public Schools does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a position in addition to going to school, the student should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities. The student and counselor should also discuss any legal requirements and ensure that the student has all the necessary documents.

## SECTION IV - STUDENT CONDUCT

### A. ATTENDANCE

#### CLOSED CAMPUS

The school is considered a closed campus. The administration may deny lunch passes and other excuses for leaving campus, and students may be denied re-entry to the school for that day. A student may be permitted to leave campus during the school day if their parent/guardian has called the school granting permission to leave. The student should sign out with a pass from the school's main office before leaving and sign back in upon return to school.

#### SCHOOL ATTENDANCE POLICY

Students must attend each school day so as not to miss a significant portion of their education. Attendance laws require students to be in school all day or have a legitimate excuse. Significant learning results from active participation in the classroom and other school activities, which cannot be replaced by individual study. Attendance is essential in developing a high-quality work ethic, significantly influencing a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is their dependability in coming to work every day and on time. This is a habit the school wants students to develop as early as possible in their school careers.

Therefore, excessive absences could lead to suspension from school.

#### ATTENDANCE DEFINITIONS

1. **Chronically Absent** – describes a student who is absent for 10% or more days of the school year, whether absenteeism is due to unexcused, excused, or disciplinary absences.
2. **Disciplinary Absent or Disciplinary Absence** means absences resulting from school or district disciplinary action and are neither unexcused nor excused absences. For data collection purposes, disciplinary absences should be labeled and tracked as either short-term (1-5 consecutive days) or long-term (6 or more consecutive days).

**Documentation** – means either a written document that includes a signed note from the parent or guardian, a signed note from a school official that spoke in person to the parent or guardian regarding the child's absence, or a letter confirming the absence by the school nurse or a licensed medical professional. Documentation must explain the nature of and the reason for the absence and the length of the absence. Schools shall take steps to provide appropriate assistance to parents/guardians for illiteracy and allow non-English speaking parents/guardians to submit documentation in their native language. Parents will have the opportunity to excuse an absence up to **48 hours** after the missed day. Excuses received after the **48-hour** window will not be accepted.

3. **Excused Absence** - Any absence is considered excused when documentation (as defined above) is received by the school office indicating the absence is for any of the following reasons:

- Child’s illness/medical reason;
  - Medical appointments (including but not limited to medical, counseling, dental, or optometry);
  - Child’s observance of a religious holiday;
  - Death in the student’s family;
  - Another emergency beyond the control of the child or the child’s family;
  - Mandated court appearances (additional documentation required);
  - Extraordinary educational opportunities pre-approved by district administrators and by the Michigan Department of Education guidance;
  - Absences related to parent or guardian’s military service;
  - Homelessness; or
  - two previously excused College Visits.
4. **In Attendance**, a child is present at their assigned school or activity for 90% of the school day.
  5. **Late Arrivals or Tardies** – means arriving for class or school activity after the established commencement time, unless excused. **The accumulation of three late arrivals/tardiness equals one unexcused absence.**
  6. **Not in Attendance** – means a child who fails to be in attendance for a school day.
  7. **School Activity** – means an activity sponsored by a school at which attendance by the student is mandatory.
  8. **Truant** – means a child with ten (10) or more excused or unexcused absences per semester. A child should be counted as truant only once in a given school year. Once deemed *truant*, a child shall be monitored during the following school year, and interventions are to be started after two excused, unexcused, or disciplinary absences.
  9. **Unexcused Absence** means any absence that is neither an excused nor a disciplinary absence.

## INTERVENTIONS FOR EXCESSIVE ABSENCES

### **Level 1**

Ida Public Schools will issue parents/guardians and the student a mandatory notification to meet with the school to discuss the issue(s) if there are:

- Three consecutive days of unexcused absences; or
- Three days of non-consecutive unexcused absences within 45 days; or
- Four unexcused late arrivals/tardiness in a semester; or
- Combination of 6 or more excused, unexcused, and/or disciplinary absences in the school year; or
- Failing in schoolwork or Evidence of behavioral problems; and
- Attempts to confer with parents fail.

*Exceptions: School may consider the reason for the child's absences and whether a lesser intervention is appropriate.*

## **Level 2**

Ida Public Schools will issue parents/guardians and the student a mandatory notification to meet with the school to discuss truant or chronically absent behavior, offer attendance agreement interventions and discuss consequences. This mandatory notification is issued when a child is identified as chronically absent (child identified as missing 10% of school for any reason) or truant (ten or more excused or unexcused absences).

A student who is absent more than 10% (10% = ten absences) of instructional time in any class must achieve a passing semester grade and a final exam grade with a score of 78% or higher.

- If they do, they receive the earned grade for the class.
- A student who passes the course but receives lower than a 78% on the final exam will receive a CR (credit earned) with a D- value. The D- weighting will be calculated into the student's cumulative GPA.
- Students who fail the course will receive a failing grade and not earn credit for the class.

Instructional time missed due to verified medical reasons, court appearances, funerals, and two documented college visits would not accumulate toward the 10% of instructional time loss. If a student feels there have been reasonable causes for more than (10) excused and unexcused absences, they may appeal to the Superintendent. If the decision of the Superintendent is not favorable, the student may appeal to the Board of Education, whose decision would be final.

Parents will have the opportunity to excuse an absence up to **48 hours** after the missed day.

Excuses received after the **48-hour** window will not be accepted.

## **Level 3**

Discretionary action by the school to provide or pursue appropriate interventions:

- If attendance issue is not resolved above at level two, or



- If a child misses school two more times in the next 30 days, or
- If a child misses three times in the next three months.

\*Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Excused absences allow the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork, such as labs or skill practice sessions, cannot be made up, which may negatively impact a student's grade. Students have one day to complete make-up work for each excused absence.

### Suspension from School

Absence from school due to suspension shall be considered an authorized absence, which is neither excused nor unexcused.

A suspended student may be responsible for making up schoolwork lost due to suspension. It is recommended that students complete missed assignments during the break and turn them in to the teacher upon their return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. The make-up of missed tests may be scheduled when the student returns to school.

\*Extended absences from Physical Education class will require a physician's statement and release.

## **B. CODE OF CONDUCT**

### **PHILOSOPHY OF DISCIPLINE**

The primary objective of student discipline and control is to produce a school environment where complete attention may be directed to promoting a safe learning environment for all students. Discipline may be defined as controlling an individual's misconduct by an external authority. The objective of student discipline and control emphasizes adapting the individual student to all facets of life by:

1. Guiding the pupil so that he interacts positively with teachers and other pupils in the learning environment and does so by not threatening either the classroom or the instruction that is taking place.
2. Assisting the pupil in becoming a responsible, productive, and self-disciplined citizen to assume his adult responsibilities. By the time they reach middle school age, it is expected that the pupil will take personal responsibility for his behavior.

The school has a responsibility to assist each pupil in assuming more responsibility for his actions as he matures and gains experience. The purpose of the school is not rooted in punishment but rather to help students develop self-control and self-discipline for these reasons:

- 1. Discipline and control must be implemented on a case-by-case basis. Each student must be dealt with according to their age, maturity, experience, abilities, and values.**
- 2. The best discipline is preventive rather than regulatory and restrictive. A student's behavior in school is directly related to internal and external factors, including how individual students view and perceive themselves, their active participation in both the curricular and extra-curricular activities of the school, their motivation to learn, and the understanding and support they receive from their parents/guardians, teachers, and other adults. Since students are motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing, and maintaining these good behavioral standards.**

### **EXPECTED BEHAVIORS**

Each student shall treat others with dignity and respect and shall:

1. abide by national, state, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly, and productive
8. act at all times in a manner that reflects pride in self, family, and the school

### **DRESS AND GROOMING**

Students are in school to learn, and any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- a. Does my clothing expose too much? (no)
- b. Does my clothing advertise something that is prohibited to minors? (no)
- c. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- d. Would I interview for a job in this outfit? (yes)
- e. Am I dressed appropriately for the weather? (yes)
- f. Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

Standards of Dress for All Students:

1. Shoes or sandals must be worn at all times.
2. All clothing must be worn appropriately. Clothing deemed sexually provocative, suggestive, or revealing will not be permitted.
  - a. Undergarments should not be visible at any time (this includes boxer shorts, briefs, underwear, bras, etc.).
  - b. Skirts or shorts must be mid-thigh, approximately lower than the palm of the hand.
  - c. Low-cut, revealing, or bare-midriff tank tops, sundresses, or shirts are not permitted.
  - d. Sleeveless tops **are not permitted** if they violate a or c. Tops such as halter tops (bare shoulder or back, ties at the back of the neck or waist), spaghetti-strapped tops, bare-shouldered tops, belly tops (midriff may not be revealed), and tube tops **are not permitted**. Tank tops having shoulder straps two or more inches wide **are permitted**.
  - e. Sheer see-through clothing is not permitted if they violate items a or c.
  - f. Ripped jeans are permitted in grades 7-12. Ripped jeans are not allowed if they violate items a or b.
  - g. Pajama bottoms, including pajama shorts, **are not permitted**.
3. Printed shirts may be worn ONLY if they do not advertise or display connotations of drugs, alcohol, tobacco, sex, vulgarity, or violence. Any shirts referencing this type of advertisement will not be allowed. Students may be asked to wear a shirt given to them by the office that day.
4. Headwear such as hoods, hats, caps, headscarves, and bandanas will not be permitted. When directed to do so, failure to remove hats/caps will be treated as “insubordination.”
5. Heavy coats, sunglasses, and jackets are not permitted in class without a teacher’s permission.
6. Shops, labs, gym classes, and athletic teams may have additional restrictions based on safety.
7. Chains heavier than jewelry gauge, spiked collars or bracelets, or jewelry that is deemed inappropriate will not be permitted.
8. If a student has selected a manner of appearance that disrupts the educational process or presents a safety risk to others, they may be removed from the educational setting. However, this provision shall not apply to issues of fashion or appearance which are otherwise addressed under this heading and with which the student is compliant.

Violations of the dress code will be handled as follows:

Penalties for inappropriate attire and grooming will include verbal warnings, write-ups, requirements to change clothing, notifying teachers and individual students' parents/guardians, and detentions and suspensions, if necessary.

1<sup>st</sup> Violation:

- Discipline write-up
- Warning issued
- Clothing adjustments are made as needed

- Student’s parents/guardians and teachers notified

2<sup>nd</sup> Violation:

- Discipline write-up
- Student kept in the office until appropriate clothing is secured
- Time out of class is unexcused, and a detention will be assigned
- Student’s parents/guardians and teachers notified

3<sup>rd</sup> Violation:

- Discipline write-up
- Student kept in the office until appropriate clothing is secured
- Assigned one day in “In-House” Suspension will be assigned
- Student’s parents/guardians and teachers notified

4<sup>th</sup> Violation:

- Discipline write-up
- Assigned out-of-school suspension pending parent/guardian meeting
- Student’s parents/guardians and teachers notified

Students representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## HARASSMENT POLICY

Harassment of students is prohibited and will not be tolerated. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property, including the school bus, and all school-sponsored activities, whether on or off school property, including the bus stop and the bus. ***Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures.***

### Definitions

**Harassment** is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on legally protected characteristics, such as sex, race, color, national origin,

religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students, such as:

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment** is a behavior characterized by making unwelcome and inappropriate sexual remarks or physical advances. Sexual harassment may include:

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety
- G. a pattern of conduct, which can be subtle, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. remarks speculating about a person's sexual activities or sexual history, or comments about one's sexual activities or sexual history

### Complaints and Investigations

Any student who believes s/he has been/or is the victim of harassment or bullying should immediately report the situation to the teacher, the principal, or the assistant principal, or may report it directly to the OK2SAY hotline. Every student and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. Complaints will be investigated.

If the investigation finds harassment occurred, it will prompt appropriate remedial action. This may include expulsion for students, up to discharge for employees, the exclusion for parents/guardians, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports made to get someone in trouble are also

prohibited. As indicated above, retaliation and intentionally false reports may also result in disciplinary action.

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

#### Disciplinary Consequences:

Students who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including suspension/expulsion. When imposing discipline, the totality of the circumstances involved in the matter shall be considered, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the student may still be subject to discipline under other Board policies, Administrative Guidelines, or this Student Handbook.

#### **FOR ADDITIONAL INFORMATION, SEE BOARD POLICY AND ADMINISTRATIVE GUIDELINE 5517 – ANTI-HARASSMENT.**

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

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

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

#### **Definitions**

**Bullying** is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., Internet, cell phone, personal digital assistant [pda], or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or other action as identified by the school administration. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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

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

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

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

**Staff** includes all school employees and Board members.

**Third parties** include, but are not limited to, coaches, school volunteers, parents/guardians, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **Complaint Procedure**

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

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

The Principal (or another administrator as designated) shall promptly investigate and document all complaints about bullying, aggression, or other behavior that may violate this policy. The

investigation must be completed as quickly as the circumstances permit after a report or complaint is made.

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

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

### **Disciplinary Consequences**

Consequences for a student who commits an act of bullying shall be unique to the individual incident. They will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. It must be consistent with the Board of Education's approved student conduct code. The consequences and Restorative Practices may include, but are not limited to, those listed below:

#### ***Possible Consequences/Restorative Practices***

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- Behavior plan and/or contract
- Community Service
- In-school suspension
- Out-of-school suspension
- Legal action
- Expulsion

See Board Policy 5517.01 – Bullying and Other Aggressive Behavior Towards Students for additional information.

Ida Middle and High School Code of Conduct 2022-2023



| <b>Violation</b>                                 | <b>Definition</b>   | <b>Minimum</b>         | <b>Maximum</b>                            |
|--|---|------------------------|---|
| Aiding or abetting the violation of school rules | If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.   | 1-day suspension       | Expulsion & referral to Civil Authorities |
| Arson  | The unauthorized use of matches, lighters or an attempt to light or burn any substance that endangers or threatens to endanger school property or its occupants is prohibited.  | Referral for expulsion | Expulsion & referral to Civil Authorities |
| Criminal Acts                                    | Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials and disciplined by the school. When school rules and the law are violated, double jeopardy is not considered (being tried twice for the same crime). Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analog or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community. | 5-day suspension       | Expulsion & referral to Civil Authorities |

| <b>Violation</b>  | <b>Definition</b>  | <b>Minimum</b>                            | <b>Maximum</b>                            |
|---|--|---|---|
| Disobedience  | School staff is acting “in loco parentis,” which means the law allows them to direct a student, as would a parent/guardian. This applies to all staff, not just teachers, assigned to a student. If given proper direction by a staff member, the student is expected to comply.   | Restorative Conference                    | Expulsion & referral to Civil Authorities |
| Displays of affection                                     | Public displays of affection and physical contact are not acceptable behaviors. Students demonstrating affection for each other is not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.  | Restorative Conference                    | Expulsion & referral to Civil Authorities |
| Disruption of the educational process                     | Any action that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions include delay or prevention of lessons, assemblies, field trips, and athletic and performing arts events.  | Restorative Conference                    | 10-day suspension                         |
| Distribution/Sale/Possession/Use of Controlled Substances | The distribution, sale, possession, use, attempted distribution, and sale of controlled substances, fake controlled substances, or look-alike-controlled substances on District property (including District transportation) or at District-sponsored events is strictly prohibited. Students are also prohibited from possessing, distributing, selling, or using drug paraphernalia on District property or at District-sponsored events. Controlled substances shall be defined by state and federal law. | 3-day suspension; referral to authorities | Expulsion & referral to Civil Authorities |

| <b>Violation</b>   | <b>Definition</b>   | <b>Minimum</b>         | <b>Maximum</b>                              |
|--|---|------------------------|---|
|  | In addition, a student is prohibited from selling over-the-counter medication to another student.   |                        |   |
| Distribution/Sale/Possession/Use of Tobacco Products/ E-Cigarettes/ Vaporizers | Students are prohibited from selling, distributing, using, and/or possessing any form of tobacco, electronic cigarettes, or similar devices on school property or any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlit cigars, cigarettes, pipes, other "smoking" paraphernalia, or tobacco products on one's person is also prohibited by this policy. | 5-day suspension       | Expulsion and referral to Civil Authorities |
| Dress Code Violation   | Improper attire according to the dress code   | Restorative Conference | Expulsion & referral to Civil Authorities   |
| Explosives   | Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and   | 1-day suspension       | Expulsion & referral to Civil Authorities   |

| <b>Violation</b>                              | <b>Definition</b>  | <b>Minimum</b>         | <b>Maximum</b>                            |
|---|--|------------------------|---|
|   | poppers are forbidden and dangerous.   |                        |   |
| Extortion                                     | Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.  | 3-day suspension       | Expulsion & referral to Civil Authorities |
| False alarms, false reports, and bomb threats | A student shall not make a bomb threat, falsely report a dangerous condition, or act based on a false emergency alarm on school grounds, in a school building, or in a school vehicle. A false emergency alarm, report, or bomb threat endangers the safety forces that are responding and the community's citizens and persons in the building. | 5-day suspension       | Expulsion & referral to Civil Authorities |
| Fighting/assault                              | An act involving hostile bodily contact and the intent to cause physical harm either individually or in a group  | 5-day suspension       | Expulsion & referral to Civil Authorities |
| Gambling                                      | Gambling or playing games of chance for money or valuables, including casual betting, betting pools, organized-sports betting, and any other wagering, is prohibited. Students who bet on an activity they are involved in may be banned from that activity.   | Restorative Conference | Expulsion & referral to Civil Authorities |

| <b>Violation</b>      | <b>Definition</b>  | <b>Minimum</b>    | <b>Maximum</b>                            |
|-----------------------|--|-------------------|---|
| Gang activity         | Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or are disruptive to the school environment are not tolerated. Participation in known gang activities or displaying gang symbols is prohibited. Incidents or symbols involving initiation, hazing, intimidation, and/or related activities, which are likely to cause harm or personal degradation, are not permitted. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and participating in activities designed to intimidate another student will be disciplined. | 5-day suspension  | Expulsion & referral to Civil Authorities |
| Gender Discrimination | To insult, call derogatory names, or verbally abuse a person because of their gender or gender identity  | 1-day suspension  | Expulsion & referral to Civil Authorities |
| Gross Insubordination | Gross disrespect, gross harassment, or the willful failure to comply with reasonable requests of authorized school personnel   | 1-day suspension  | Expulsion & referral to Civil Authorities |
| Hazing                | Hazing includes any intentional, knowing, or reckless act meant to induce embarrassment, physical pain, humiliation, or physical or mental discomfort directed against another student. The coercion of another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or  | 10-day suspension | Expulsion & referral to Civil Authorities |

| <b>Violation</b>   | <b>Definition</b>  | <b>Minimum</b>         | <b>Maximum</b>                            |
|--|--|------------------------|---|
|  | physical harm is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.  |                        |   |
| Intimidation   | The act of verbally or by gesture, drawing or writing threatening the well-being or health of another individual; defaming another individual.   | Restorative Conference | Expulsion & referral to Civil Authorities |
| Knowledge of Dangerous Weapons or Threats of Violence                      | Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. | Restorative Conference | Expulsion & referral to Civil Authorities |
| Leaving school without permission  | Leaving the school building, classroom, cafe, assigned area, or campus without permission from authorized personnel.   | Restorative Conference | Expulsion & referral to Civil Authorities |
| Persistent violation of school rules/code of conduct                       | The repeated violation of one or more school rules/code of conduct violations/school policies  | Restorative Conference | Expulsion & referral to Civil Authorities |
| Possession of a dangerous weapon in a weapon-free zone; Commission of rape | As defined by State and Federal law  | Expulsion              | Expulsion & referral to Civil Authorities |

| <b>Violation</b>                               | <b>Definition</b>  | <b>Minimum</b>  | <b>Maximum</b>                            |
|--|--|---|---|
| Possession of Electronic Communication Devices | Use of all electronic devices during the school day, except those required for health reasons or approved by the administration, is prohibited. Electronic devices include but are not limited to cell phones, headphones or components, smartwatches, cameras, iPods, mp3 players, etc. If brought to school, such devices must be stored in lockers and remain “off” during the school day. Regarding the electronics devices policy, the school day begins as soon as the student enters the building or boards school-provided transportation. | Confiscation of the device until parent/guardian picks it up. | 10-day suspension                         |
| Profanity                                      | In the judgment of the staff or administration, any behavior or language that is considered obscene, disrespectful, vulgar, profane, and/or violates community-held standards of good taste.   | 1-day lunch detention   | 10-day suspension                         |
| Racial/Ethnic Slurs                            | To insult, call derogatory names, or verbally abuse a person because of their race or ethnicity  | 1-day suspension  | Expulsion & referral to Civil Authorities |
| Refusing to accept discipline                  | The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual punishment for an infraction, the refusal can result in more severe penalties   | 1-day suspension  | Expulsion & referral to Civil Authorities |

| <b>Violation</b>     | <b>Definition</b>   | <b>Minimum</b>                                    | <b>Maximum</b>                            |
|----------------------|---|---|---|
| Safety Concerns      | Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds other than generally accepted practices where appropriate is prohibited.   | Restorative Conference                            | 10-day suspension                         |
| School threat        | The verbal or written act of threatening the safety of the school   | 10-day suspension & referral to Civil Authorities | Expulsion & referral to Civil Authorities |
| Sexting              | Electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images, and/or videos is prohibited on school property or at school functions. Such conduct is potentially dangerous for the involved students and can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of electronic communication devices. | 5-day suspension                                  | Expulsion & referral to Civil Authorities |
| Skipping Class/Lunch | Not being in your regular scheduled class/lunch at the scheduled time without   | Restorative Conference                            | Expulsion & referral to Civil Authorities |



| <b>Violation</b>   | <b>Definition</b>  | <b>Minimum</b>             | <b>Maximum</b>                               |
|--|--|----------------------------|--|
|  | appropriate permission and documentation.  |                            |  |
| Striking a teacher, school employee, or person permitted to be present | The act of physically attacking a teacher, school employee, or person permitted to be present  | 10-day suspension          | Expulsion & referral to Civil Authorities    |
| Theft  | When a student is caught deliberately taking, intending, or attempting to acquire dishonestly or having the school's or another's property, they will be disciplined. They may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building administration. The school is not responsible for personal property.   | 1-day suspension           | Expulsion & referral to Civil Authorities    |
| Trespassing  | A trespasser is a person who has no reason to be on school property and has not complied with rules about visitors. Although schools are public facilities, the law does allow the school to restrict access to school property. If a student has been removed, suspended, or expelled, the student is not permitted on school property without the authorization of the school principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. | Restorative Conference     | Expulsion & referral to Civil Authorities    |
| Truancy  | Willful absence from school  | Parent/guardian conference | Expulsion & referral to Juvenile Authorities |

| <b>Violation</b>   | <b>Definition</b>   | <b>Minimum</b>         | <b>Maximum</b>                            |
|--|---|------------------------|---|
| Unauthorized use of school or private property                                     | Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes using the internet and communication networks not sanctioned by policy and administrative guidelines.   | Restorative Conference | Expulsion & referral to Civil Authorities |
| Use of an object as a weapon   | Any object used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and a cause for civil action.   | 1-day suspension       | Expulsion & referral to Civil Authorities |
| Use, possession, sale, or under the influence of alcohol and/or its' paraphernalia | The act of possessing, pretending to have, consuming, selling, or being under the influence of alcohol  | 5-day suspension       | Expulsion & referral to Civil Authorities |
| Vandalism  | The act of willfully abusing, destroying, damaging, or tampering with property of the school and/or its employees, students, or visitors  | 1-day suspension       | Expulsion & referral to Civil Authorities |
| Verbally threatening a staff member/student/person associated with the District    | Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal assault, bomb threats, or similar verbal threats at school or during a school-related activity against a district employee, volunteer, or contractor will be considered verbal assault. | 1-day suspension       | Expulsion & referral to Civil Authorities |

| <b>Violation</b>                               | <b>Definition</b>  | <b>Minimum</b>         | <b>Maximum</b>    |
|--|--|------------------------|-------------------|
| Violation of individual school/classroom rules | Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific regulations, which will be consistent with the school's policy. | Restorative Conference | 10-day suspension |

Disciplinary consequences are progressive and established by students' discipline records. Restorative practices will be considered in all disciplinary concerns.

**STUDENT ASSISTANCE PROGRAM POLICY**

Ida Public Schools considers alcohol and other drug abuse a severe social problem. It produces inappropriate and disruptive behavior, which interferes with learning within the school environment. Such use/abuse by adolescents is illegal and often leads to chemical dependency. We affirm that chemical dependency is a primary disease affecting all persons in the individual student's life. Alcohol and other drug abuse are progressive, chronic, and, if untreated, it is fatal.

We believe ...

1. that prevention is the beginning of a continuum of necessary services;
2. that it is appropriate for school staff to identify problematic behavior demonstrated by students to provide reasonable assistance to students as early as possible;
3. that the rights of students who do not use or abuse alcohol and other drugs must be protected and reinforced;
4. that the rights of administrators, teachers, and staff to perform their duties must be protected so that inordinate amounts of time are not allocated to performing policy enforcement and assisting law enforcement;
5. that parents/guardians are full partners in the district student assistance program;
6. Comprehensive prevention efforts must reach students, teachers, administrators, parents/guardians, and the community.

Our school pledges to provide firm yet compassionate support and intervention to any student in the school community who may be affected by alcohol and other drug use/abuse. Since treatment is available and recovery is possible, we commit ourselves to support the recovery process in any reasonable way. This district recognizes the importance of peer support groups for students experiencing personal problems related to alcohol and other drug use/abuse. Since we have set forth a philosophy of no alcohol and other drugs/abuse for all of our students, we commit ourselves to doing everything reasonable to keep our school and its events free of alcohol and other drugs. Therefore, the following policy shall become a part of the District's Student Conduct Code and

shall include the assurances of the due process contained in that policy. We will deal swiftly and firmly with any individual bringing these substances into our school or school-sponsored activities.

The Ida Public School District shall initiate intervention strategies for troubled students under three circumstances:

1. To those students referred to the school district as a consequence of violating the “Alcohol and Other Drug Discipline Code”;
2. Students referred to us as a consequence of behavioral identification or suspected use; and
3. Students who voluntarily seek help.

Students in circumstances 2 and 3 will not be subject to disciplinary action on the first occasion.

### **C. MANDATORY DISCIPLINE UNDER THE REVISED SCHOOL CODE**

Under the Revised School Code, the District must impose specific discipline if students commit certain offenses. These offenses are:

- Arson in a school building or on school grounds
- Criminal sexual conduct –
  - Criminal sexual conduct on school grounds;
  - Criminal sexual conduct against another student enrolled in the same school district; or
  - Pleading to, being convicted of, or being adjudicated for criminal sexual conduct against another student enrolled in the same school district;
- Gross misdemeanor
- Persistent disobedience;
- Physical assault of another student;
- Physical assault of a school employee, volunteer, or contractor; and
- Possession of a dangerous weapon (including a firearm),

### **CONSIDERATION OF RESTORATIVE JUSTICE FACTORS**

Other than the offense of possession of a firearm, the Board of Education, Superintendent, or their designee must consider the following factors, listed in the Revised School Code at MCL 380.1310d(1), before imposing discipline for the offenses listed above:

1. The student’s age;
2. The student’s disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed by the student;
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student; and
7. Whether a lesser intervention would properly address the violation or behavior committed by the student.

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each factor in making its determination.

### **ARSON**

A student who commits arson in a school building or on school grounds shall be permanently expelled, subject to consideration of the factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student in grade 6 or above permanently expelled for arson may apply for reinstatement 150 school days after expulsion and may not be reinstated until at least 180 school days after expulsion.

A student in grade 5 or below expelled for arson may not be reinstated until at least ten school days after expulsion.

Arson means a felony violation of chapter X of the Michigan penal code, MCL 750.71 to 750.80.

### **CRIMINAL SEXUAL CONDUCT**

A student who commits criminal sexual conduct in a school building or on school grounds shall be permanently expelled, subject to the seven restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student who pleads to be convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the District shall be permanently expelled, subject to the seven restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student who commits criminal sexual conduct against another student enrolled in the District, but where the behavior does not occur in a school building or on school grounds, may be suspended or expelled if, in the judgment of the Board of Education or its designee, the interest of the school is served by suspending or expelling the student.

Criminal sexual conduct means a violation of MCL 750.520b-750.520g.

### **PHYSICAL ASSAULT OF ANOTHER STUDENT**

Physical assault of other students at school is strictly prohibited.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

A student in grade 6 or above who physically assaults another student at school may be suspended or expelled for up to 180 days, subject to consideration of the seven restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student in grade 5 or below who physically assaults another student may also be subject to discipline, including expulsion.

## **PHYSICAL ASSAULT OF A SCHOOL EMPLOYEE, VOLUNTEER, OR CONTRACTOR**

Physical assault of school employees, volunteers, or contractors is strictly prohibited.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

A student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled from the District, subject to consideration of the seven restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1). A student in grade 6 or above who is permanently expelled for physically assaulting a school employee, volunteer, or contractor at school may apply for reinstatement 150 school days after expulsion and may be reinstated 180 school days after the date of removal.

A student in grade 5 or below who physically assaults a school employee, volunteer, or contractor may be subject to discipline, including expulsion.

Additionally, aggressive behavior that does not come within the statutory definition of physical assault is subject to discipline, up to and including expulsion from school.

## **POSSESSION OF A DANGEROUS WEAPON**

Students are prohibited from possessing a dangerous weapon on District property, at District-sponsored activities, while traveling to or from school, or at bus stops.

A “dangerous weapon” includes, but is not limited to:

- Firearms and guns of any type, including air, pneumatic, and gas-powered guns (whether loaded or unloaded), bb and paintball guns, and look-a-like guns;
- Knives with blades over three inches, razors, clubs, electric weapons, metallic knuckles, daggers, dirks, stilettos, pocket knives opened by mechanical devices, martial arts weapons, and explosives;
- Any explosive, incendiary, or poison gas, including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item;
- Items that are used as a weapon or threatened to be used as a weapon; and
- Toys or look-a-like weapons.

A student who possesses a dangerous weapon in violation of this rule is subject to discipline, including permanent expulsion and police notification.

It makes no difference whether the dangerous weapon belongs to someone else unless the student can provide convincing evidence that the dangerous weapon was placed in the student’s possession without their knowledge. If it can be confirmed that a dangerous weapon was brought onto District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A student who possesses a dangerous weapon in a weapon-free school zone (other than a firearm) shall be expelled, subject to consideration of the seven factors listed above and in the Revised

School Code, MCL 380.1310d(1). For purposes of the Revised School Code, a dangerous weapon is defined as a firearm, dagger, dirk stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

A student in grade 6 or above expelled before possessing a dangerous weapon in a weapon-free school zone may apply for reinstatement 150 school days after the expulsion but may not be reinstated until 180 school days after expulsion.

A student who was in grade 5 or below at the time of the expulsion and who has been expelled for threatening another person with a dangerous weapon may apply for reinstatement 60 school days after the date of the expulsion but may not be reinstated until 90 school days after the date of expulsion.

The Board or its designee is not required to expel a student for possession of a dangerous weapon, including possession of a firearm if the student establishes clearly and convincingly at least one of the following:

1. The pupil did not possess the object or instrument possessed by the pupil for use as a weapon or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon; or
4. The pupil possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

There is a rebuttable presumption that expulsion is not justified if a student possesses a dangerous weapon, including a firearm, if:

1. The student has no history of suspension or expulsion; **AND**
2. The Board or its designee determines in writing that at least one of the above four factors has been established clearly and convincingly.

#### **D. DISCIPLINARY PROCEDURES AND DUE PROCESS**

The rules and expectations in this Handbook, Board Policy, and Administrative Guidelines apply while students are at school, on school property, at school-sponsored activities, and traveling to and from school. In addition, a student may be disciplined for conduct that occurs outside of school if that conduct has a substantial impact on the educational environment.

##### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

1. change of seating or location
2. lunch-time and/or after-school detentions
3. in-school restrictions

## Detentions

A student may be put into detention after school hours or asked to come to school early by a teacher after giving the student and their parents/guardians one (1) day notice. The student or their parents/guardians are responsible for transportation.

## In-School Suspensions

Assigned students will attend the required duration of the in-school suspension. Each student shall arrive with sufficient educational materials to remain busy during this required study period.

Failure to timely serve in-school suspension assignment(s) may lead to further discipline. The following rules shall apply to in-school suspension:

- a. Students are required to have class assignments with them.
- b. Students are not to communicate with each other unless given special permission.
- c. Students are to remain in their designated seats unless permission is granted to do otherwise.
- d. Students shall not be allowed to put their heads down or sleep.
- e. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- f. No food or beverages shall be consumed other than water.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for one to ten (10) school days, long-term suspension for 11 to 59 school days, expulsion for a specific time, or permanent expulsion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspensions and expulsions may be appealed.

If a student commits a crime at school or a school-related event, they may be subject to school disciplinary action and action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

## Short-Term Suspension

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student and the student's parents of the charges. The student will be allowed to explain their side. After that informal hearing, the principal will decide whether or not they will suspend the student. If a student is suspended, they and their parents/guardians will be notified, in writing within one (1) day, of the reason and length of the suspension. The suspension may be appealed to the principal or superintendent within two (2) school days after receiving the suspension notice. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.



The appeal shall be conducted in a private meeting with the principal or superintendent, as applicable, and counsel may represent the student.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up, such as labs, field trips, skill practices, or any learning that the student chooses not to make up, may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **LONG-TERM SUSPENSION OR EXPULSION**

When a student is being considered for a long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents/guardians, which will contain:

- a. the charge and related evidence
- b. the time and place of the Board meeting
- c. the length of the recommended suspension or a recommendation for expulsion
- d. a brief description of the hearing procedure
- e. a statement that the student may bring parents, guardians, and counsel
- f. a statement that the student and parent/guardian may bring a translator or request a translator for hearing-impaired students or parents/guardians
- g. a statement that the student may give testimony, present evidence, and provide a defense
- h. a statement that the student and/or parents/guardians may request, potentially at their own cost, a transcript of the hearing if the Board/hearing officer has approved the request
- i. a request that the student or student's parents notify the District of their request for an open or closed hearing.

Generally, students being considered for long-term suspension or expulsion may not be immediately removed from school. A formal hearing is scheduled with the Board of Education, during which the student may be represented by their parents/guardians, legal counsel, and/or by a person of their choice. However, an emergency removal may be warranted if the student poses a continuing danger to persons or property or represents an ongoing threat of disrupting the educational process taking place in the classroom or the school premises. In this case, notice and opportunity to respond shall occur as soon as reasonably possible.

Within ten days after notification of the long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal with sworn testimony before the official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Ida Public Schools makes a sincere effort to have disciplinary actions take place to allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the building administration.

#### **USE OF BREATH-TEST INSTRUMENTS**

The Principal may arrange for a breath test for blood alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other teaching or administrative staff member present as a witness to the test. The test's purpose is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this Handbook, the student will be disciplined by disciplinary procedures described in this Handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act ("IDEA") and the Americans with Disabilities Act ("ADA").

## **SECTION V - TRANSPORTATION**

### **A. BUS TRANSPORTATION TO SCHOOL**

The Ida schools provide transportation for all resident students who require it. Registration for a bus route is required and available online via the parent portal. Transportation schedules and routes are also available by contacting the Transportation Department at (734) 269-3110.

The District can revoke a student's privilege of riding a district vehicle if the student's conduct violates administrative guidelines or the Code of Conduct pertaining to student transportation.

Students must only ride assigned school buses and board and depart from the bus at designated bus stops. Students will not be permitted to ride unassigned buses other than in an emergency, except as approved by the principal or Transportation Supervisor.

The building principal may approve a change in a student's regular assigned bus stop to address a special need upon the principal's receipt of a note from the student's parents/guardians stating the reason for the request and the duration of the requested change.

#### **Bus Conduct**

Students riding to or from school on transportation provided by the school must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to provide transportation safety.

Students must comply with the following basic safety rules:

#### **Before loading (on the road and at school)**

Each student shall:

1. be on time at the designated loading zone at least 5 minutes before the scheduled pick-up time;
2. stay off the road at all times while walking to and waiting for the school transportation;
3. line up single file off the roadway to enter;
4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. cross all streets at least ten (10) feet in front of the school transportation and after the driver has signaled to the student that it is all right to do so; and
7. go immediately to a seat and be seated.

It is the parent's/guardian's' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student must:

1. Observe the same conduct as in their classroom;
2. Cooperate and be respectful to the bus driver;
3. Be kind to others and keep your hands to oneself;
4. Talk quietly with their friends;
5. Stay in your seat and keep your feet on the floor;
6. Keep the aisle is to stay clear at all times;
7. Keep head, hands, and all items in the bus;
8. Not be destructive;
9. Not eat or drink on the bus;
10. Keep the bus clean;
11. Keep cell phones and all personal items put away;
12. Follow instructions if the bus driver assigns seats; and
13. Not transport the following items on school transportation: alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or other dangerous materials or objects.

### **Leaving the bus**

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; and
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or school unless the driver has proper school officials' permission.

### **Penalties for Infractions**

Our focus is on safety, and we want the drivers' attention on the road and traffic conditions. The bus driver has the right to expect students to behave on the bus. The Assertive Discipline Program has been implemented on buses. Parents will receive copies of individual bus rules and goals for behavior and are encouraged to cooperate with this program for maximum effectiveness. Student conduct on school buses will be videotaped on a random basis.

A student who misbehaves on the bus shall be disciplined by the Student Discipline Code and may lose the privilege of riding on the bus.

1<sup>st</sup> Report: A verbal warning and possible suspension from the bus

2<sup>nd</sup> Report: Removal from the bus for five school days to 20 school days possible

3<sup>rd</sup> Report: Removal from the bus for a minimum of 10 school days and possible permanent suspension of bus privileges

## **B. SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege that the district can revoke. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- a. Students shall complete and submit a parking permit and provide evidence of a driver's license;
- b. Parking lot speed limit is 10 mph;
- c. The student must obtain a permit from the high school office and pay a fee of \$20 for the entire school year; and
- d. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in the student's loss of privileges and/or disciplinary actions.

When the district provides transportation, participating students shall not drive to school-sponsored activities unless written permission is granted by their parents/guardians and approved by the principal or Athletic Director.

Approved student drivers may not transport another student to a school-sponsored activity without written permission from the other (passenger) student's parents/guardians and approval by the principal.

## **E. USE OF MOTORIZED VEHICLES/ DRIVING PRIVILEGES**

The district will grant driving, and parking privileges to all high school students who (1) have a valid driver's license, (2) provided they purchase a parking permit at the office, (3) *drive safely*, and (4) are in good standing about attendance (i.e., no "unauthorized absences" from school). As student safety is a high priority of the Ida Public Schools, students are expected to drive safely by posted speed limits on campus and in the neighboring communities. Students reported as driving too fast or unsafely on our campus or in the community will be denied parking privileges at the school. The Board of Education establishes the fee for the parking permit. Students who lose their driving privilege due to attendance or poor driving issues will not get a refund for the permit purchase. Parking permits must be displayed in the vehicle at all times. Students must park in designated student parking lots only. Students must comply with all local and state safety regulations. Students may not go to their vehicles during school hours without permission from the office. Violations of this section may result in loss of driving privilege and/or detention or suspension from school. The district retains the right to search any car parked on Ida Public School property are subject to search. Students who have purchased a parking permit and drive a different vehicle to school rather than the vehicle reported on the parking application must immediately notify the change of the office.

## RESERVATION OF CONSENT

Reservation of Consent

Please do not release the name, address, and telephone number of \_\_\_\_\_

(Name of Student) (DOB)

to the entities checked below without my prior permission.

\_\_\_\_\_

(Parent/Guardian Signature) (Date)

U.S. Military Recruiters  Institutions of Higher Learning

**NOTE:** The following forms are available in the School Office as referenced in the Student/Parent/Guardian Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504, and ADA Form 2260 F8
- Memorandum to Parents/Guardians Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents/Guardians Regarding Student Records Form 8330 F9
- Notification to Parents/Guardians on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Guardian/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for the use of Asthma Inhalers, EpiPen, or Prescribed Emergency Medication Form 5330F1c

- Parent/Guardian Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13
- Parent/Guardian Notification Regarding Student Records. Form 8330F9

## IDA HIGH SCHOOL PLAGIARISM POLICY

**PLAGIARISM:** The intentional or unintentional use of another person's ideas as your own.

**CITATIONS:** All sources need to be appropriately cited after using them in your paper (in-text) and on your Works Cited page. The purpose of citing your sources is to credit the author of the information. Without giving credit to your author, you are plagiarizing their ideas.

**Citation Rules:**

- Papers that do not have in-text citations after information not considered common knowledge are deemed plagiarized. Check with your teacher before not citing a source if you think it is considered common knowledge. It is always best to cite your information just in case.
- Every source used in your paper needs an in-text citation and an entry on your Works Cited page.
- You need to cite your source after a direct quote with the correct in-text citations.
- Paraphrased information from a source also needs an in-text citation. Just because you put information in your own words doesn't mean that it is your original idea. You need to give credit to the author.
- Failure to adhere to the citation rules constitutes plagiarism.

**CONSEQUENCES:** Not citing your sources correctly or plagiarizing your paper will have the following consequences:

- You will receive a zero on the paper.
- If you plagiarized your paper due to not citing your sources correctly, you would be given a chance to revise your paper and turn it back in for half credit.

**GUIDE:** For all questions about citations, consult your teacher or the MLA formatting guide at the Purdue OWL: <https://owl.english.purdue.edu/owl/resource/747/01/>

**EXAMPLES:** The following four examples show how to correctly cite a source, as well as how to plagiarize the same information.

**Source Information:**

Chaput, Erik J. "The Reconstruction Wars Begin." *The New York Times*. 1 Feb. 2015. <https://opinionator.blogs.nytimes.com/2015/02/01/the-reconstruction-wars-begin/>

1. Direct Quote with In-text Citation:

"On Jan. 26, 1865, the Massachusetts Anti-Slavery Society convened inside Boston's Melodeon Theater, a mainstay of the city's cultural, religious and civic life, for its annual meeting" (Chaput).

2. Paraphrase with In-text Citation:



The Massachusetts Anti-Slavery Society met in the Melodeon Theater on January 26, 1865 (Chaput).

3. Direct Quote with No Citation: *Plagiarized*

“On Jan. 26, 1865, the Massachusetts Anti-Slavery Society convened inside Boston’s Melodeon Theater, a mainstay of the city’s cultural, religious and civic life, for its annual meeting.”

4. Paraphrase with No Citation: *Plagiarized*

The Massachusetts Anti-Slavery Society met in the Melodeon Theater on January 26, 1865.

## IDA PUBLIC SCHOOLS 1-1 PROGRAM

### 1:1 Program

Ida Public Schools has adopted a 1:1 Chromebook program for Ida Middle School and Ida High School. Each Chromebook device is coded uniquely and will be issued to the same student for use each year at their respective building. All devices must be turned in for summer break at the designated day/time as determined by the building principal. Please review the following guidelines to supplement Ida’s Technology Use Policies as indicated in the student handbook.

### Student Information

The use of the Chromebook is a privilege. Students will be expected to bring their Chromebook to school fully charged each day and have them in class just as they would for any other required material. Students are responsible for good behavior/character online, just like they are on campus. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify their teacher of anything inappropriate. Bullying will not be tolerated. Any attempt to remove or circumvent district-installed software will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

### General Use

1. Use caution when eating or drinking near Chromebooks. School-issued Chromebooks are not permitted for use during food/drink consumption within the lunchroom.
2. Cables and removable storage must be inserted carefully into the Chromebook to prevent damage. If damage to the charging cable or port is noticed, notify your teacher or technology department. **Never attempt to charge a Chromebook with a damaged cord or remove a cord that has bare wires or is sparking. Tell a trusted adult for assistance.**
3. Students should never carry their Chromebook while the screen is open.
4. Do not stack any books or heavy materials on the Chromebook in lockers or backpacks.
5. Do not close the Chromebook with anything inside it (e.g., pencils). This can cause screen damage.

6. Students need to take their Chromebooks home every night to charge them or turn them into their building's designated charging location if parents have chosen that option.
7. Chromebooks should not be left unattended, particularly in any common areas, such as unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or school grounds. Damage caused in these areas while unattended will result in charges for repairs or replacement.
8. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
9. Chromebooks should not be removed from their school-issued cases. Damaged caused to Chromebooks due to improper protection may result in charges for repairs or replacement.

### Charging the Battery

1. The average battery life should be approximately 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it should be turned into the building's media center or office for repairs.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students are expected to charge their Chromebooks at home each evening. If students forget to charge their Chromebooks at night, the building media centers will carry a limited supply of check-out chargers that should be returned at the end of each school day (by 3:05 p.m.).

### Screen Care

1. Clean the screen with a soft cloth. If desired, use a screen-approved wipe. Do not use bleach or disinfectant wipes.
2. Do not lean on the top of the Chromebook when it is closed.
3. Do not place anything near the Chromebook that could put pressure on the screen.

### School Use

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, announcements and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home, they are responsible for completing the course work as if they had the Chromebooks.
3. If a student consistently does not bring their Chromebook to class, parents will be contacted.

## Media, Sound, and Games

1. All photos (including desktop background) and videos must meet handbook guidelines.
2. Media that violates acceptable policy (guns, weapons, adult materials, inappropriate language, alcohol, drug, gang-related pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet the acceptable use guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

## Loss or Theft

1. Students (or parents) must contact their respective main office if there is a loss or theft of the Chromebook issued to that student.
2. If a device has been reported as missing, the student will have five school days to find the device before an invoice will be issued to the student for a replacement device. Further determination will be made if the device is found after that date.
3. If the device was stolen, a police report is required by insurance for the replacement of the Chromebook. Students who lose their Chromebook and do not have a police report will be required to pay the total replacement cost.

## Inspection

1. Chromebooks are property of Ida Public Schools and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook. \*

\*Ida Public Schools reserves the right to update the guidelines in accordance with legal, regulatory, and policy/handbook changes. Please see the district building website ([www.idaschools.org](http://www.idaschools.org)) for a copy of the student handbook.

## Student Agreement

Chromebooks fall under Ida Public School's Technology Use Policies as technology devices. When checking out their issued device, students agree that they:

- understand that the Chromebook is subject to inspection at any time without notice and remains the property of Ida Public Schools.
- will take care of their Chromebook.
- will never leave the Chromebook unattended and know where the Chromebook is at all times.

- will charge the Chromebook's battery daily.
- will be responsible for any damage caused by food or drink to their Chromebook.
- will not disassemble any part of their Chromebook or attempt any repairs.
- understand that their Chromebook is for educational use.
- will NOT place any stickers or hard-to-remove items on the device itself.
- will have parents file a police report in case of theft or vandalism.
- will be responsible for all damage or loss caused by neglect or abuse.
- agree to return the Chromebook and power cords (with matching numbers) in good working condition at required check-ins (i.e., withdrawal from school or summer).
- will notify an administrator if a threatening or inappropriate message is received.
- understand that the use of the Chromebook is subject to all applicable district policies and regulations, the Student Handbook, and any individual building procedures.

### Student Activities Strictly Prohibited

Violations may result in disciplinary action, including but not limited to suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

- Removal or tampering with the school property inventory tag on the device will be considered destruction of school property.
- Videotaping or photographing **any individual** without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Ida Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work.
- Internet/Computer Games during instructional time.
- Bypassing the web filters through a web proxy.
- Spamming/sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and data.
- Use of the school's Google or Microsoft O365 accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts, including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol, and drugs.

- Using any wireless communications device in any bathroom or locker room.
- Using the Chromebook in the lunchroom during lunch.

#### Parent/Guardian Responsibilities

- Check to see that your student's device comes to school charged each day.
- Make sure that the Chromebook is used by the student only and not other family members.
- Make sure that the Chromebook and charger are returned to school at the appropriate times.
- Talk to your children about values and the standards that your children should follow in the use of the internet, just as you do in using all media information sources such as television, phones, movies, and radio.
- Should you want to opt-out of taking a Chromebook home, you may indicate that the Chromebook assigned to your child will stay at school each day (the device will still be used in school but will not go home).
- Please understand that the district may charge replacement and/or repair fees based on an assessment of damage/theft of the device.

## SCHOOL CONTRACT

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**The 2022-2023 Student Handbook contains important information regarding school philosophies, routines, rules, and policies. New information is added to the handbook each year. Due to these changes, you need to sit down with your child and read the handbook together. As you read through this resource, please talk with your child about items requiring special attention, such as:**

- Attendance Expectations
- Health Information and Concussion Laws
- Technology Use and Cell Phone Expectations
  - Dress Expectations
  - Family Involvement
    - Bullying
- Student Code of Conduct
  - 1-1 Program
  - Plagiarism Policy

**Please remove this letter from the Student Handbook, and sign and return it indicating you have read the Student Handbook with your child by Monday, September 20th, 2022.**

**My child and I have read and understand the information, policies, and state requirements in the 2022-2023 Ida Public Schools Student Handbook.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

We choose to opt-out of receiving a school-issued device and will utilize a family-owned device.

## INDEX

### **Alma Mater**

Underneath the arch of Heaven  
Standing strong and true  
You will see our Alma Mater  
Robed in Gold and Blue  
From her doors our sons and daughters  
Leaving on their way,  
But through life, they will remember  
Her, and they will say . . .  
Raise your voices! Sing your Praises!  
Upward to the sky,  
Hail to thee, our Alma Mater  
Hail to Ida High!

### **Ida Fight Song**

Come on Ida, Come on Ida  
Come and win this game!  
We the Gold and Blue are for you  
So win your school a name!  
Rah, Rah, Rah!  
Ida High School, Ida High School  
We to you are true!  
So fight, fight and win this game  
For the Gold and Blue!

# Ida High School Floor Plan

