

**Walkerville Public Schools**  
**2016-2017 Middle School/High School Handbook**

Walkerville Public Schools      Middle School/High School  
145 E. Lathrop St.      Walkerville, MI 49459  
Phone (231) 873-4850      Fax (231) 873-5615  
Website www.walkk12.org

**Mission Statement**

Walkerville Public Schools, in partnership with parents and the community, will provide programs, facilities, and the opportunities for all students to achieve academic success and develop the necessary skills and positive attitudes to become caring, knowledgeable lifetime learners, and contributing members of society.

**Vision Statement**

Walkerville Students Achieve and Exceed Standards

BOARD OF EDUCATION POLICY SHALL SUPERSEDE ANY DISCREPANCIES OR ERRORS STATED IN THE STUDENT / PARENT HANDBOOK.
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The Board of Education approved this handbook on August 15, 2016.

NOTE: The enforcement of the Student /Parent Handbook will be administered by the Superintendent / Principal or his/her designee.

**STUDENT RIGHTS AND RESPONSIBILITIES**

We realize that all students are human, and humans make mistakes. Walkerville Public Schools is governed by rules, because we believe the best way we can accomplish the goal of educating you is in an orderly, safe environment. When you break the rules, you will be held accountable. We believe that self-discipline is the best kind, and we will do all we can to help you become self-disciplined. We believe positive actions and choices result in positive consequences, and poor actions and choices result in negative consequences.

**Student Rights**

1. You have the right to an education.
2. You have the right to expect school personnel to be qualified in providing an education.
3. You have the right to an equal educational opportunity and freedom from discrimination.
4. You have the right to attend free public schools.
5. You have the right to due process of law with respect to suspension, expulsion, and decisions that affect your rights.
6. You have the right of privacy of school records.
7. You have a right to know the rules you are expected to obey.
8. You have the right to change your behavior.
9. You have the right to be free from danger or the threat of danger.
10. You have the right to be treated with dignity and respect.

**Student Responsibilities**

1. You have the responsibility to put forth your best efforts during the educational process.
2. You have the responsibility to respect the rights of other students and all persons involved in the educational process.
3. You have the responsibility not to discriminate against others.
4. You have the responsibility to attend school regularly and to observe rules essential for permitting others to learn at school.
5. You have the responsibility to know the standard rules of behavior and to obey those rules.
6. You have the responsibility to contribute to the safety and well being of all students.
7. You have the responsibility to treat all people with dignity and respect.

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**HIGH SCHOOL/MIDDLE SCHOOL OFFICE Phone (231) 873-4850 Fax (231) 873-5615**  
**ELEMENTARY OFFICE Phone (231) 873-4850 Fax (231) 873-5642**

		Phone Extension	Email Address
Superintendent/PK-12 Principal	Mr. Michael Sweet	873-4850	<a href="mailto:msweet@walkerville.k12.mi.us">msweet@walkerville.k12.mi.us</a>
Business Manager	Mrs. Sandy Oomen	3323	<a href="mailto:soomen@walkerville.k12.mi.us">soomen@walkerville.k12.mi.us</a>
Administrative Assistant	Mrs. Beth Oomen	3306	<a href="mailto:boomen@walkerville.k12.mi.us">boomen@walkerville.k12.mi.us</a>
School Counselor/Student Services Director	Mrs. Ashleigh Droste	3303	<a href="mailto:adroste@walkerville.k12.mi.us">adroste@walkerville.k12.mi.us</a>
Elementary Secretary	Mrs. Barb Thommen	3304	<a href="mailto:bthommen@walkerville.k12.mi.us">bthommen@walkerville.k12.mi.us</a>
Facilities Manager/Transportation Supervisor	Mr. Albert Tanner	3300	<a href="mailto:atanner@walkerville.k12.mi.us">atanner@walkerville.k12.mi.us</a>
Director of Food Service	Mrs. Sheri Boes	3328	<a href="mailto:kitchen@walkerville.k12.mi.us">kitchen@walkerville.k12.mi.us</a>
Assistant Migrant Director	Ms. Juana Rivera	3314	<a href="mailto:jrivera@walkerville.k12.mi.us">jrivera@walkerville.k12.mi.us</a>
Dean of Students/Athletic Director/Teacher	Mr. Jeffrey Knapp	3312	<a href="mailto:jknapp@walkerville.k12.mi.us">jknapp@walkerville.k12.mi.us</a>

TEACHING STAFF – GRADES 6-12		TEACHING STAFF – GRADES PK-5	
Staff Member	Email Address	Staff Member	Email Address
Mr. Adam Ballien	<a href="mailto:aballien@walkerville.k12.mi.us">aballien@walkerville.k12.mi.us</a>	Mrs. Jolene Babbin	<a href="mailto:jbabbin@walkerville.k12.mi.us">jbabbin@walkerville.k12.mi.us</a>
Ms. Cynthia Erickson	<a href="mailto:cerickson@walkerville.k12.mi.us">cerickson@walkerville.k12.mi.us</a>	Mrs. Kathryn Blair	<a href="mailto:kblair@walkerville.k12.mi.us">kblair@walkerville.k12.mi.us</a>
Mrs. Stacia Erickson	<a href="mailto:serickson@walkerville.k12.mi.us">serickson@walkerville.k12.mi.us</a>	Miss Brandy Boochard	<a href="mailto:bboochard@walkerville.k12.mi.us">bboochard@walkerville.k12.mi.us</a>
Miss Tricia Horak	<a href="mailto:thorak@walkerville.k12.mi.us">thorak@walkerville.k12.mi.us</a>	Mrs. Trisha Cygeirt	<a href="mailto:tcygeirt@walkerville.k12.mi.us">tcygeirt@walkerville.k12.mi.us</a>
Mr. Michael Jados	<a href="mailto:mjados@walkerville.k12.mi.us">mjados@walkerville.k12.mi.us</a>	Mrs. Jeannette Lattin	<a href="mailto:jlattin@walkerville.k12.mi.us">jlattin@walkerville.k12.mi.us</a>
Mrs. April Keith	<a href="mailto:akeith@walkerville.k12.mi.us">akeith@walkerville.k12.mi.us</a>	Mrs. Pam Mitteer	<a href="mailto:pmitteer@walkerville.k12.mi.us">pmitteer@walkerville.k12.mi.us</a>
Mr. Nazariy Kluchkovskiy	<a href="mailto:nkluchkovskiy@walkerville.k12.mi.us">nkluchkovskiy@walkerville.k12.mi.us</a>	Mrs. Caroline Peterson	<a href="mailto:cmpeterson@walkerville.k12.mi.us">cmpeterson@walkerville.k12.mi.us</a>
Mr. Jeffrey Knapp	<a href="mailto:jknapp@walkerville.k12.mi.us">jknapp@walkerville.k12.mi.us</a>	Mrs. Michelle Sweet	<a href="mailto:misweet@walkerville.k12.mi.us">misweet@walkerville.k12.mi.us</a>
Mr. Ben Van Wyk	<a href="mailto:bvanyyk@walkerville.k12.mi.us">bvanyyk@walkerville.k12.mi.us</a>	Mrs. Kay Vronko	<a href="mailto:kvronko@walkerville.k12.mi.us">kvronko@walkerville.k12.mi.us</a>
Mrs. Susan Schwarz	<a href="mailto:sschwarz@walkerville.k12.mi.us">sschwarz@walkerville.k12.mi.us</a>		

SUPPORT STAFF			
<b>Paraprofessionals</b>			
Mrs. Sandy Failing	Elementary office: Ext. 3304		
Mrs. Carly Garrett	Elementary office: Ext. 3304		
Mrs. Jennifer Kirwin	Elementary office: Ext. 3304		
Mrs. Alice Patterson	Elementary office: Ext. 3304		
Mrs. Betty Shoup	Elementary office: Ext. 3304		
Mrs. Tammy Stafford	Elementary office: Ext. 3304		
Mrs. Debbie Trussell	Elementary office: Ext. 3304	Library: Ext. 3310	<a href="mailto:detrussell@walkerville.k12.mi.us">detrussell@walkerville.k12.mi.us</a>
Mrs. Jenny Zack	Elementary office: Ext. 3304		
<b>Custodial/Maintenance</b>			
Mr. Francisco Balderas	Custodial/Maintenance Office: Ext. 3300		
Mr. Mark Metts	Custodial/Maintenance Office: Ext. 3300		
Ms. Ginger Pearson	Custodial/Maintenance Office: Ext. 3300		
<b>Transportation</b>			
Mrs. Trina Averill	Transportation Office: Ext. 3300		
Mr. Francisco Balderas	Transportation Office: Ext. 3300		
Mrs. Kelly Lewis	Transportation Office: Ext. 3300		
Mrs. Annette Morningstar-DeLore	Transportation Office: Ext. 3300		
<b>Food Service</b>			
Mrs. Val Aiken	HS Kitchen: Ext. 3328		
Mrs. Carly Garrett	HS Kitchen: Ext. 3328		
Mrs. Karen Tanner	HS Kitchen: Ext. 3328		

School Year Calendar



**Walkerville Public School**

**2016-2017 School Calendar**

August 2016						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Openhouse: Tuesday 8-30-16**  
6:00-7:30 p.m.

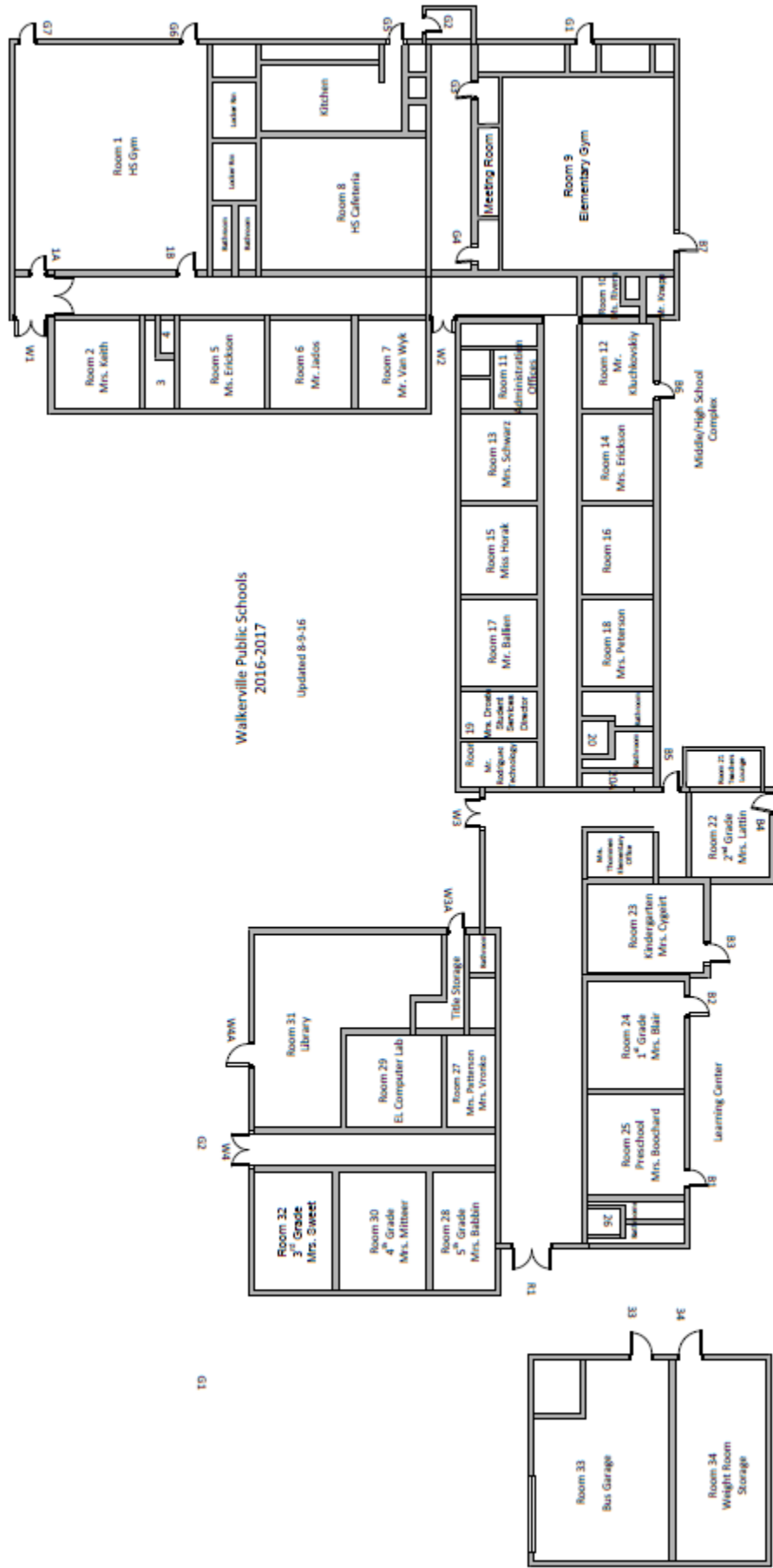
**First Day of School: Tuesday 9-6-16**  
**Last Day of School: Friday 6-9-17**

**Term Dates**  
11-4-16 – End of M1  
1-20-17 – End of M2/S1  
3-23-17 – End of M3  
6-9-17 – End of M4/S2

**Parent Teacher Conferences**  
11-10-16 – 1:00-4:00 and 5:30-7:30  
2-23-17 – 1:00-4:00 and 5:30-7:30

	No School – Holidays/Breaks		Grades Due
	Half Day of School		
	No School Students (Teacher PD)		
	Teachers After School PD		

# School Map



Walkerville Public Schools  
2016-2017

Updated 8-9-16

## **FORWARD**

This Student / Parent handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student's rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Dean of Students who is listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

It is the policy of Walkerville Public Schools not to discriminate on the basis of race, religion, sex, age, national origin, marital status, height, weight, or handicap, in its employment as well as in its educational programs, activities, and services. The District complies with Title VI of the Civil Rights Act of 1963, Title XI of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliot-Larsen Civil Rights Act and all other applicable Federal and State Laws and regulations prohibiting discrimination. A formal complaint can be made in writing to the School District's Compliance Officers listed below:

Michael Sweet, Superintendent of Schools  
Ashleigh Droste, Student Services Director  
C/O Walkerville Public Schools 145 E. Lathrop Street Walkerville, MI 49459 (231) 873-4850

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 business days. Under no circumstances will the District threaten to retaliate against anyone who raises or files a complaint.

## **ASSURANCE OF COMPLIANCE**

### **AMERICAN WITH DISABILITIES ACT- SECTION 504**

The American With Disabilities Act (A.D.A.) requires the school to ensure that no individual is discriminated against on the basis of a disability. The protection applies not just to the student, but also to all individuals.

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

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the American with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal at 873-3652.

### **STUDENT DIRECTORY INFORMATION**

The Walkerville Public Schools, in compliance with the Family Education Rights And Privacy Act of 1974, maintains directory information of the following types and makes this information available to the interested parties:

The Board designates "directory information" as a student's name, address, phone number, date, and place of birth, major field of study, participation in officially recognized activities and sports, height and weight (if member of an athletic team), dates of attendance, date of graduation, awards received, honor rolls, scholarship, telephone numbers for inclusion in school or PTO directories, school photographs or videos of students participating in school activities, events or programs. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" by providing written notification to the District. Please contact the office to obtain the appropriate opt out form.

### **ARMED FORCES RECRUITING**

Parents, legal guardians, and student 18 years of age and older have the right to refuse disclosure of any or all of the above designated directory information pertaining to that student by informing school officials, in writing within five (5) days of the publication of this notice. Parents, legal guardians, and students 18 years of age or older have the right to review the contents of the individual student records. Arrangement may be made through the building principal.

Upon request, the Board shall provide United States Armed Forces recruiters with names, addresses and telephone numbers of high school students. If you do not wish to be contacted by a military recruiter contact the office to obtain the appropriate form to opt-out.

In addition, male students age eighteen (18) or older are required to register for the selective service, which can be done at any United States post office. For more information go to <http://www.sss.gov>.

## **STUDENT RECORDS**

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

### **Right to Access, Privacy of Student Records**

It is the policy of Walkerville Public Schools that no student's parents or eligible students shall be denied his/her/ their rights and protection under the Family Education Rights and Privacy Act of 1974 and Sections 121A-567 of the Education of the Handicap Act- Part B. This act allows:

- 1) The right of parents, legal guardians and eligible students to inspect and review the educational records of the students.
- 2) The right of parents, legal guardians, or eligible students to respond with a written amendment to questionable or misleading information, which violates the rights of the student.
- 3) The right to a hearing to present evidence that the educational record should be changed if the school system denies the request for a change.

The intent of the policy of the Walkerville Public Schools is to limit disclosure of information contained in a student's educational record EXCEPT:

- 1) By prior written consent of the student's parent, legal guardian, or the eligible student
- 2) For use by teachers and officials of the school district who have legitimate interest in such information for the performance of their school responsibilities
- 3) As directory information
- 4) Under certain limited circumstances as permitted by federal law

All requests for examination of student records shall be directed to the Office of the Principal having custody of such records. A review of a request for a copy or any questions or concerns about this policy is to be directed to the Superintendent of Schools, 145 E. Lathrop Street, Walkerville, MI, 49459. Telephone (231) 873-4850.

## **ACADEMIC INFORMATION**

### **ACADEMIC RECOGNITION**

#### **Valedictorian & Salutatorian**

The Walkerville Public Schools Board of Education has defined a Walkerville student as one that has attended their Freshmen through Senior years (7 consecutive semesters) when concerning Valedictorian/Salutatorian awards.

The student with the highest grade point average is chosen as Valedictorian and the second highest grade point average is chosen as the Salutatorian. The announcement is selection is made at the end of the 3<sup>rd</sup> marking period. The students will be notified by the Student Services Director or his/her designee of this honor. This information will be given to the local papers for publishing. The Valedictorian and Salutatorian will receive special recognition at the graduation ceremony.

#### **Honor Students**

Each year the top students in the Senior class with a grade point average of 3.00 or better will be announced in the local papers and given recognition at the graduation ceremony with the wearing of a gold honor cord. The students will be notified of this recognition at the end of the 3<sup>rd</sup> marking period by the Student Services Director or his/her designee. In March they must have a picture for publishing in the newspaper.

#### **National Honor Society Students**

All graduating National Honor Society students will be given recognition at the graduation ceremony with the wearing of the white honor stole. National Honor Society students will be chosen at the end of the 1<sup>st</sup> semester of each school year and recognized in an Induction ceremony held at the school in March.

**CLASS TIME SCHEDULE Grades 6-12**

<b><u>WHOLE DAY</u></b>		<b><u>HALF DAY</u></b>		
1 <sup>st</sup> Hour	8:20 - 9:14	Schedule 1	1 <sup>st</sup> hour	8:20-9:19
2 <sup>nd</sup> hour	9:18 - 10:12		2 <sup>nd</sup> hour	9:23-10:22
3 <sup>rd</sup> hour	10:16 - 11:10		3 <sup>rd</sup> hour	10:26-11:25
5 <sup>th</sup> -7 <sup>th</sup> Lunch	10:55 – 11:25			
8 <sup>th</sup> -12 <sup>th</sup> Lunch	11:10 - 11:40	Schedule 2	4 <sup>th</sup> hour	8:20-9:19
Advisory	11:44-12:09		5 <sup>th</sup> hour	9:23-10:22
4 <sup>th</sup> hour	12:13 - 1:07		6 <sup>th</sup> hour	10:26-11:25
5 <sup>th</sup> hour	1:11 - 2:05			
6 <sup>th</sup> hour	2:09 - 3:05			

Notes:

- \* Dual Enrollment students leave at times needed to attend classes.
- \* If school starts late due to a two-hour delay, class will begin at 10:20 and will follow the normal schedule for the day.

**COLLEGE ADMISSION**

Every student is encouraged to plan for a future which includes further education after graduation. A wide variety of educational opportunities are available and more are becoming available as our society and economy changes. Colleges, universities, technical schools, and military representatives make presentations throughout the year to our students here in Walkerville.

More information can be obtained through the Student Services Office (SSO) and by exploring the world-wide-web. Information is regularly posted on the student services bulletin board located outside the high school cafeteria and students should check that site daily.

Local scholarships such as the John Bush III Memorial Scholarship, and The Bunting Community Service Scholarship, as well as information on applying for Oceana Community Foundation scholarships can be obtained through the SSO. Additional scholarship informational sites will be posted on the Walkerville website, as well as on the SSO bulletin board throughout the year.

Students and their parents are responsible for applying to colleges or other institutions of higher learning. This also includes the process of applying for scholarships and financial aid. (Most financial aid is determined by the individual financial situation of the parents as evaluated by a "Confidential Financial Statement" completed by parents and submitted to each institution or through "FAFSA" (Free Application for Federal Student Aid.) Links for much of this activity are provided on our website.

The Student Services office is always available for helping obtain more information with this process and advising, but it is the student and their parents/guardian who are responsible for seeing that this is done.

**OTHER INFORMATION**

Course Descriptions, information on Career Pathways, Resumes, Employability Skills, Vocational Programs, Dual-College Enrollment, Virtual High School, Internships, School to Work Programs, and current volunteering opportunities can be obtained in the Student Services Office.

**ENROLLING IN THE SCHOOL**

. Students that are new to Walkerville Public Schools are required to enroll with their parents or legal guardian. When enrolling the parents need to bring:

- A birth certificate, custody papers from a court (if appropriate), proof of residency, proof of immunizations.

The principal has the discretion to determine when a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make enrollment complete. A date of completion will be given for providing the necessary documentation.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Director of Student Services will assist in obtaining the transcript if not presented at the time of enrollment.

Eighteen year olds should declare if they are emancipated and making decisions for themselves. Adult students (18 years of age & older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.



### FINAL EXAMS

8<sup>th</sup>-12<sup>th</sup> grade classes will give final exams at the end of the first and second semesters. Student guidelines for exams state:

1. All students will take final exams with their regular classes.
2. Students who miss an exam must make arrangements with the teacher to make up the exam.
3. An exam schedule will be issued well in advance of exams for both semesters.

### GRADING POLICY

Walkerville High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has mastered age or grade appropriate learning standards. In general, students are assigned grades based upon test results, homework, and projects. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

It is the philosophy of Walkerville Public Schools that:

1. Students are graded in a fair and consistent manner.
2. Grades should not be used in a punitive fashion.
3. Marking period grades are to be equal factors in determining semester grades.
4. Academic achievement and classwork determine whether a student receives credit for coursework.

### GRADING SYSTEM

Letter Grade	Point value	Grade Point for Regular Classes	Letter Grade	Point value	Grade Point for Regular Classes
A	100-93	4.00	C	76-74	2.00
A-	92-90	3.67	C-	73-70	1.67
B+	89-87	3.33	D+	69-67	1.33
B	86-83	3.00	D	66-63	1.00
B-	82-80	2.67	D-	63-60	0.67
C+	79-77	2.33	F	59-00	0.00

### GRADUATION REQUIREMENTS

Beginning with the Freshman year at least eight semesters of **full time** attendance is required for graduation. Early graduation is permissible if determined by administration to be in the students best academic interest and is in compliance with board policy. In addition, the following minimum credits must be completed for graduation:

Recommended sequence of Required Courses for graduating classes of 2016 and beyond:

9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
English 9 Algebra I US History Physical Science ½ credit of Health	English 10 Geometry Government/Economics Biology I	English 11 Algebra II World History Chemistry or Physics	English 12 Math/Math Related Credit
Also Required:	½ credit of PE 2 credit of World Language	1 credit of Visual, Performing, or Applied Arts On-line Learning Experience	Must take SAT Test 5-7 credits of Electives

- Students will not be allowed to earn credit toward graduation requirements by the way of being an aide.
- All courses incorporate some on-line learning within their format.
- Class of 2017 must have a minimum of 23 credits successfully completed for graduation.
  - ❖ Remember, these are the minimum requirements for graduation.
  - ❖ One semester of coursework is equal to ½ credit.
  - ❖ Michigan Merit Curriculum requirements are set by the legislature. WPS graduation requirements will be updated as needed to meet those requirements.

### GUIDANCE

Students are encouraged to make use of the services available at Walkerville Public Schools. Student Services Director is available to help and guide students through their present and their future. From every day issues, peer pressure, academics, scheduling, courses of study, career planning, graduation requirements, credit checks, relationships, options for work and study after high school and more... it's all open for discussion and exploration. Vocational and interest surveys may be given to identify particular areas of interest or talent. The guidance staff often gives these. Intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Make an appointment to see the Student Services Director.

### HONOR ROLL / DEAN'S LIST FOR DUAL ENROLLMENT COLLEGE STUDENTS

Each marking period and every semester, an honor roll is calculated. The criterion to be included on the honor roll is as follows:

1. Grade Point Average of 3.0 and above (grades with + or – will be included in this average.)
2. If a student receives a “D” or an “F” as their final marking period grade they will not be included in the Honor Roll whatever their grade point may be.
3. Dual enrollment classes will not be included in determining a student’s GPA; however a “D” or an “F” in a dual enrollment class will exclude that student from the high school honor roll.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is based on four principles. These principles determine member selection and membership in the society.

Leadership: Demonstrates leadership by holding offices and having a positive attitude as well as participation in school activities.

Character: Demonstrates highest standards of honesty, reliability, and cooperation as well as a concern for others.

Service: Willing to serve both the school and community when called upon

Scholarship: Demonstrates a commitment to their studies and to achieving in the area of scholarship.

Membership Selection: All Sophomore, Junior, and Senior grade point averages will be pulled at the end of the 1<sup>st</sup> semester. Students with a 3.25 G.P.A. or higher qualify in the area of Scholarship. Students who have failed a class at any time as a 9-12 grader are immediately disqualified from the National Honor Society. Students will then be evaluated by their teachers in areas of Leadership, Service, and Character. Teachers rate these students based on a four-point scale in each area. On a scale of 12, any score of nine or above qualifies the student to be evaluated by a faculty council if the student fills out a student information sheet. After the council reviews the teacher nomination forms and the student information sheet, each student is voted on. Those students who are selected are notified. They may accept or decline the selection. Students who are not selected are notified and given reasons they are not being selected. \*All nominees are subject to approval from the principal prior to the student’s notification.

Membership Obligations: Membership dues are \$10 annually. Members are to remain in good standing in the areas of scholarship, leadership, character, and service. Members who do not meet these obligations will be considered for probationary membership or dismissal as outlined in the National Honor Society Constitution.

### **NON-CONVENTIONAL CLASSES**

(Distance Learning/Virtual High School/ /On-line/Dual Enrollment, ED2020, Etc.)

1. Once a student has registered for a class it must be completed.
2. Students who drop out, receive an incomplete, or fail a class will not receive grade/credit for the course. Grade point averages will be adjusted to reflect a failing grade.
3. Length of time to complete a course will coincide with semester guidelines.
4. Students that fail distance learning, virtual, or college courses will need to reimburse the school district for the cost of the course.
5. Summer School: The length of time to complete a non-conventional course will coincide with the summer school dates. Credits will reflect the grades from a course taken in the summer.
6. Students completing online coursework with 70% or better will receive credit and the corresponding letter grade will be applied to their transcript. This grade will be included in GPA, class rank and honor roll calculations.

### **CREDIT RECOVERY POLICY**

Grades received for courses taken for credit recovery will be placed on the transcript, but the failing grade for that course will not be removed. Both scores will be part of the permanent transcript.

### **PROMOTION AND RETENTION POLICY**

1. Students are expected to pass all courses in all grades. Teachers will apply appropriate interventions to support success.
2. Grade level placement shall be the responsibility of the building Principal, who shall consult with the Superintendent when in his/her judgment borderline cases might create controversy between parent/guardian and the school. (See Board Policy 5410)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism, attendance, honor roll, etc. The staff initiates recognition for such activities.

### **REPORT CARDS**

Progress grade reports will be mailed at mid-term for all students.

### **SCHEDULING AND ASSIGNMENT**

A schedule is provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule will be handled through the High School Student Services Director or the principal. It is important to note that some courses may be denied because there is no available space or prerequisites are required. Students are expected to follow their schedule.

All requests for schedule changes must be done no later than **Friday September 9, 2016** for the 1<sup>st</sup> semester and within the first three school days of the second semester.

### **SPECIAL EDUCATION**

Walkerville High School provides a variety of Special Education programs for students identified as having a disability by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal or special education teacher at 873-3652.

### **SPECIAL NEEDS CURRICULUM**

Alternative curriculum and/or modifications to the regular curriculum will be made for those students who have been identified by testing through the West Shore Educational Service District (WSESD) as needing an alternate education. Students unable to complete the required specific courses of the Michigan Merit Curriculum, but complete the number of credits necessary, will be offered a certificate of completion in lieu of a diploma.

Students in this program will be given an Individual Education Plan (IEP), with goals determined by the Teacher, Principal, Parent, and ESD Psychologist.

### **STUDENT ASSESSMENT**

State required standardized tests will be given to 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade students once per year or as state requirements permit. All students will be required to take various standardized assessments measuring student growth.

11<sup>th</sup> grade students will be taking the SAT which consists of several component assessments, which include:

- The ACT (including the writing component)
- WorkKeys Applied Mathematics and Reading Assessment
- Michigan-developed assessments (Science, Social Studies, English Language Arts, Mathematics)

10<sup>th</sup> graders (if dual enrollment) may either be taking the PLAN, PSAT, or ASSET.

### **STUDENT CLASSIFICATION**

Completing required course work, earning the necessary credits, and passing the proficiency tests determine a Student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individual Educational Plan (I.E.P.). It is the student's responsibility to keep in contact with the Student Services Director and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Student Services office and the Student Services Director will be pleased to answer any questions. When a student appears to be at risk of failure, the teacher will notify the parent/guardian so a meeting or discussion can be arranged to determine necessary changes in an effort to promote the student's success.

### **STUDENT COUNCIL**

The purpose of the Student Council is to help students gain practice in good citizenship, promote harmonious relations throughout the school, improve student-teacher relations, assist in management of the school, provide a forum for student expression, and promote the general welfare of the school. This Council is established for the purpose of service to the Student Body of Walkerville Schools and representation of the Student Body before the Faculty, Staff, Administration, Board of School Directors, and Community of Walkerville.

The school has 12 elected officers, two from each class (7-12 grade). The Officers of the Council will be elected from the Student Body, in a popular election by the Student Body in May of the previous school year.

The candidates for office must have a minimum Grade Point Average of 3.0 and must meet all school eligibility requirements for participation in extracurricular activities. Officers must be in grades nine through twelve when serving in the offices of Secretary or Treasurer, grades eleven or twelve when serving in the office of Vice President, and grade twelve when serving in the office of President.

An Officer of the Council may be removed only by the decision of the Administration and the Faculty Advisor, and only if found in violation of the eligibility requirements for office, if found in violation of the school code of conduct, or found ineligible for participation in school extracurricular activities.

Member Responsibilities: Each member is required to attend all Student Council meetings and functions as well as be an active part of the organization, planning, and running of all Homecoming festivities. Also, participating fully in every activity sponsored by Student Council, presenting appropriate school spirit, and being an example in our school.

### **TESTING**

Walkerville students participate in all testing as required by the State of Michigan, as well as a variety of other tests as deemed necessary by teachers, and other professionals involved with each student on an individual basis.

Michigan Educational Assessment Program (MEAP) testing occurs yearly to determine our student academic progress and compare those results with other students across the state of Michigan. Third through 9<sup>th</sup> grade students participate in this testing. Not all students test on the same schedule. Students are encouraged NOT to miss school on those days in particular. Please schedule appointments around these days to accommodate everyone. Thank you!

High school juniors take the "American College Test" (ACT) every spring. The ACT or another "out-of-state" equivalent testing program is required for graduation. This test is required by many colleges for admittance and is given at no cost to our students. Should students wish to retest at a later date, to improve their scores, parents will need to cover the cost of retesting.

Other tests such as the ASVAB (required for admittance to the military) and the SAT may be available in the area and students will be advised of their availability.

Parents are advised of testing schedules and asked to help their student be prepared by getting a good night's rest, eating breakfast, appropriate dress for the weather and getting to school on time!

### **ATTENDANCE POLICY**

Regular attendance is necessary for the completion of any course. No amount of make-up work can be as meaningful as attending class. A quality education depends upon regular attendance.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs they need to realize that they could be placing the student at an academic disadvantage.

### **OCEANA COUNTY TRUANCY REDUCATION INITIATIVE**

#### **I. INTRODUCTION**

- Truancy is repeated absence from school without valid excuse.
- A valid excuse must be documented in writing by a doctor, agency, or parent.
- Repeated absences, which can include an absence reported by a parent, may be considered unexcused if not supported by a justifiable valid written excuse.

#### **II. TRUANCY ENFORCEMENT GOALS**

- To improve student attendance
- Ensure an education for every child
- To reduce juvenile crime
- To increase parent involvement and accountability
- Put services in place to help the student/family
- Uniform enforcement throughout the E.S.D.

#### **III. MUTUAL BENEFITS TO THE STUDENTS AND COMMUNITY**

A sound education is one of the most important and fundamental services to be provided to our children. To be effective, a multi-disciplinary initiative must occur between students, parents, schools, law enforcement, the court and the community at large. The mutual benefit to be realized by both the student and community include:

- Decrease in Crime
- Fewer Victims

- Cost savings to law enforcement, Prosecutor's Office, Courts and Corrections, and the Community at large.
- Welfare costs decrease
- Students may seek a higher education
- More productive citizens

#### IV. OVERVIEW

Consistent with Michigan law, filing a petition with the court on a child for truancy should be the last resort to resolve truant and/or behavioral problems experienced with the child.

1. The first level of intervention is comprehensive local school action, and is intended to address repeated absenteeism, failure in school work, and behavioral problems. Before filing a truancy petition, the following procedures should be followed:
  - a. Conferences should be held between the teacher, principal, and parents. (MCL 380.1586)
  - b. If the parents fail to appear for a conference scheduled by the school, then the school should request the attendance administrator to notify the parent by mail or personal service to come to the school at a time specified to discuss the child's irregularity in attendance.
  - c. After such a conference (or if the parents fail to appear for such a conference) if the child fails to show up for school, the attendance administrator should give notice in person requiring the child to appear at school on the next regular school day, following the receipt of notice, and to continue in regular and consecutive attendance in school. (MCL 380.1587)
  - d. If the above efforts prove unsuccessful, then proceed to Level II, and refer the matter to law enforcement.
2. The second level of intervention provides for a referral to law enforcement with a request for appropriate legal action. Upon review by the Prosecuting Attorney, appropriate legal actions may include, as appropriate:
  - Filing a petition in juvenile court against the child for truancy
  - Issuing a warrant against the parent, charging the parent in District court for failure to send the child to the public school.
3. The third level of intervention occurs when the Court obtains jurisdiction over the juvenile or parent by adjudicating the child or parent responsible or guilty of the respective offense, and orders the appropriate sanctions.

#### V. EXCUSED / UNEXCUSED ABSENCE

Absenteeism from school will be identified as either excused or unexcused.

1. An excused absence will not count toward being truant and may consist of the following:
  - A prearranged absence approved by the school.
  - A written statement or document from a doctor, dentist, counselor, or health or mental health professional or other agency justifying the absence.
  - A written statement from a parent stating a justifiable reason why the child is absent, provided that absences documented by parental authority shall be limited to five (5) per school year. Parental documented absences above five per school year shall be considered excessive and constitute an unexcused absence and will be counted for truancy purposes.
2. Unexcused absences are all other absences not provided for above.
3. Attendance will be evaluated based upon the entire school year, including previous and current school district enrollment.

#### TRUANCY ENFORCEMENT POLICY

The adoption of this Truancy Enforcement Policy is intended to create and facilitate an efficient and uniform response regarding truancy enforcement action.

Recognizing each school district may establish what is or is not an excused absence; it is only unexcused absences that are counted for truancy. Therefore, a uniform standard in this regard, if adopted by the school districts in Oceana County, would greatly enhance efficient and consistent enforcement action against truancy. Therefore, all schools within the Oceana school

district will develop and maintain the same definition for excused absences and unexcused absences incorporating “excused” absences as unexcused after five occurrences, unless for an approved and listed reason.

All the schools will continue the count of absences from the other schools within the district in the event a truant student transferring. If the student has ten absences at Walkerville and transfers to Hart, his/her absences will not start over. The absences shall be counted as per student/per year, not per school to fall under truancy petitions.

It is understood that the school attendance administrator shall be selected pursuant to MCL 380.1571 and are separate and distinct from a law enforcement police officer as set forth herein.

#### Level I – Local School Intervention

A. The school attendance administrator shall:

- Track and document history of attendance for entire school year.
- Identify the nature of absences (illness, behavioral/suspension, lice, etc).
- Evaluate the classification of student and identify any special needs (EI, LD, EMI, etc).
- Determine if the student is achieving passing grades.
- Apply early prevention measures.
- Discuss the truancy concerns with the student and parents.
- Speak to parents and student about corrective attendance measures.
- Schedule meetings with school administrator or principal, school counselor, school social worker, etc.
- Make appropriate community service agency referrals.
- Upon reaching 5 unexcused absences the school attendance officer will send a letter by first class mail, advising the parents and student of the truant status and direct that the child immediately and regularly attend school without any further absences. The school will continue the intervention efforts described above.
- Upon 10 unexcused absences, the school attendance administrator will send by mail a second letter advising the parents and student of the truant status and direct that the child immediately and regularly attend school without any further absences. A sheriff deputy or local police officer will also be requested to personally serve the parents with a copy of this letter. A copy of the 5/10 letters will be sent to the Assistant Prosecuting Attorney’s office. The school will continue the intervention efforts described above.
- The 5/10 day letters must identify the name, address and date of birth of the student and the number of days of unexcused absences.

#### Level II – Referral to Prosecuting Attorney

A. The school attendance administrator shall:

- If a student then reaches 11 or more unexcused absences for the entire calendar year, the school attendance administrator will refer the matter to the local police for submission to the Prosecuting Attorney.
- The referral shall include a referral form packet consisting of the information identified below:
  1. The truancy referral form completely filled out and signed.
  2. Copy of the 5 day letter.
  3. Copy of the 10 day letter.
  4. Up-to-date record of attendance.
  5. Grades and report cards.
  6. A complete written summary of all school intervention actions including conferences, counseling efforts, medical concerns and community service referrals.
  7. A complete log of communications regarding the truancy issues.
  8. A non-binding written opinion include on referral form as to whether the more effective legal action should be on the child/youth, parent(s)/guardian or both.
  9. If the referral packet is incomplete, it will be returned to the school attendance administrator who shall provide the required information.

B. The referral packet will specifically be requesting further legal action be taken by the Prosecuting Attorney and state that the school has exhausted its resources.

C. The Prosecutor’s Options upon receipt of completed referral packet:

1. Request a petition against the juvenile for truancy for the purpose of enforcing the compulsory attendance laws. Submit the petition to the Family Court for scheduling a pretrial conference. A Probation Officer will be assigned to the case. At the pretrial institute a "Social Justice Juvenile Program Agreement" to defer further court action during the pendency of the agreement. Upon successful completion of the agreement conditions outlined the petition will be dismissed.
2. Upon unsuccessful compliance with the Social Justice Juvenile Program Agreement the petition will proceed for further formal court action.
3. Request a criminal warrant against the parent for failure to send the child to public school pursuant to MCL 380.1561;  
     May request formal court action if the youth has an open delinquency case or prior to court involvement.

Level III – Court Action

- A. Upon receipt of the petition for truancy the Court will open a case, assign a probation officer, schedule a pretrial conference and meet with the Prosecutor, Youth and Family to review and sign the Social Justice Juvenile Program Agreement at the pretrial. The Probation Officer will monitor the agreement and report success/failure to the Prosecutor.
- B. Upon successful completion of the agreement the Probation Officer will request termination of the petition.
- C. Upon failure to comply with the agreement the Probation Officer will request a subsequent hearing be held for further court action.
- D. Upon adjudication of a juvenile for truancy, or upon conviction of a parent for either failing to send the child to school or for educational neglect, the court then has the authority to draft orders designed to maintain the child in school, including, but not limited to the following:
  1. Mandatory attendance of the child.
  2. Mandatory attendance of parent and child to insure daily attendance of the child.
  3. Fines and court costs.
  4. Regarding the parent, possible jail time.
  5. Such other action as the Court may deem appropriate including probationary services.

Effective Date May 2016 Approved as to Form and Content: Judge Bradley Lambrix / Prosecutor Joe Bizon

**ABSENCES AND CREDIT**

A quality education is based upon regular school attendance. Participating in daily learning opportunities maximizes student achievement. Classroom participation is a critical component of learning, and it may be part of grade computation along with class attendance. The school recognizes that a student may have circumstances (doctor appointments, outside agency appointments, illness, personal vacations, etc...) that cause him/her to miss school and has created the following attendance policy: Once a student accumulates more than (10) total absences in a course per semester, he/she will lose credit in that course.

Total absences include excused absences, unexcused absences, and personal vacations.

Absences not counted towards the ten total absences in a course per semester: Field trips or school related activities, extended medically documented illness, extenuating circumstances (court, death of a family member, etc...), homebound, in school suspension, or out of school suspension.

A student with more than ten (10) total absences will lose academic credit and will meet with the principal to discuss the requirements for regaining the credit.

In the meeting with the principal, the student will be informed of the loss of credit. Additionally, the student will be informed of the means to make up the credit. The student must:

- Showed marked improvement in attendance
- Complete all work and pass the course
- Submit a written appeal to the principal

The appeal request must be in writing and be submitted to the building principal no later than two weeks prior to the end of the semester. If the appeal for credit reinstatement is denied, a score of 75% on the end of semester exam will be considered the equivalent of earning a passing grade and will earn credit in the course.

Continued absences may result in removal from the class.

### **ADDITIONAL GUIDELINES**

1. All students must attend a full schedule of classes on WPS campus unless categorized as a non-conventional student (as described on pages 10)
2. Absences that may not be included in the students total:
  - a. School related absences (field trips, athletic events, club meetings, pre-arranged college visitations and other school functions.) Students not going on field trips and/or class trips will be required to be in attendance at school in their normal classes.
  - b. Extended Illness. To be determined on a case-by-case basis with doctor/dentist documentation containing the diagnosis of the illness and the specific dates that the student could not be in school. In the event of a long-term illness Walkerville Public Schools must be notified so that they present options to the parent/guardian, i.e. homebound services, etc.
  - c. Court Appointments. There must be documentation from the court containing the arrival and departure time of the student.
3. If, at any time during the day, a student finds it necessary to leave the property, the student must obtain permission from office personnel and a parent or guardian and enter his/her name and destination on a sign out sheet. Leaving school property without authorization may result in a one-day suspension from school. Students are not to leave school property during or between classes. Students must sign out at the attendance office and sign in when they return. Failure to follow this procedure will result in a disciplinary action.
4. Students will not be released from school to take or transport other students to or from school without office and parental permission.
5. Students enrolled in a dual enrollment/distance learning/voc class will not be required to report to the high school during the hours that their class is not scheduled.
6. Students who are enrolled and scheduled for classes are expected to be in attendance on the first day of school. If enrolling after the first day of school, students are expected to be in school on the date assigned by the office. Absences will accumulate from the day students are scheduled to begin.

### **ABSENCES / MAKE-UP WORK**

Students with absences that are not school-related or pre-approved have two days for every day absent in which to turn in the work missed. An exception is a student who is absent (excused or unexcused) only on the day of a test. A student should be prepared to take the test on the day he/she returns.

In order to keep interruptions to instruction to a minimum, requests for makeup work require 24 hour notice. The 24 hours will begin at the close of the day the request was made. For example, if you call on Monday at 11:00 am, work should be available by 4:00pm on Tuesday afternoon.

### **HOMEBOUND SCHOOLING FOR EXTENDED ABSENCES**

Students who are experiencing or will be experiencing an excused absence for a long period of time, generally, illness, will be eligible for homebound schooling. It is the parent/guardian, or student's responsibility to contact the school as soon as they are aware these conditions exist. Homebound students are NOT counted as absent from school.

### **PRE-ARRANGED ABSENCES**

Parents may elect to take students out of school for two or more consecutive days for family trips, medical appointments, etc. Administrative approval is necessary to insure adherence to the credit and attendance policy.

The following procedures must be adhered to:

1. Students should pick up a pre-arranged absence form in the office. It should be completed and returned to the office a minimum of 48 hours in advance.
2. Students should present the form to each of their teachers. The teachers will sign the form indicating they are aware of the approaching absence. Teacher signature does not constitute permission for the absence.
3. The student then takes the completed form home for parent signature.
4. After all parties (student, teacher, and parent) complete the form, the completed form is turned into the office for approval or disapproval by the administration.
5. The student should check with the office the following day to verify approval of pre-arranged absence request.
6. These prearranged absences are treated as any other excused absences and fall under the absence limitations guidelines.

### **TARDIES**

Students should be in the classroom and seated or moving directly to a seat when the bell rings. If a student arrives late to school they must sign in at the office and receive a late pass.

Tardies will be dealt with as follows:



- a. Teachers will inform student each time he/she is being marked tardy.
- b. 1<sup>st</sup>-3<sup>rd</sup> tardy will not result in a consequence.
- c. 4<sup>th</sup> tardy and beyond will result in lunch detentions.
- d. Tardies will be reset for each marking period.

## **STUDENT INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. The school has a central bulletin board located in the hallway that may be used for posting notices after receiving permission from the Principal.

### **ANNOUNCEMENTS**

Any item, which is to appear in the announcements, must be given to the high school secretary by 2:00 p.m. prior to the day they are to be in the announcements. Students and staff are responsible for the information covered in the daily announcements.

### **ATHLETICS**

All students who chose to participate in any athletic program are required to follow all rules and regulations in the Athletic portion of this handbook (pages 32-37).

### **CELL PHONE USE**

Cell phones are to be powered off and out of sight during class periods.

### **CLOSED CAMPUS**

Walkerville High School and Middle School operates a closed-campus philosophy. All students are restricted to the building and/or certain designated campus areas during the school day, including lunch hour.

1. Students who walk, ride buses, drive, or are driven to school are considered to be on campus once they are dropped off at school.
2. During the school day, students are expected to remain on campus once they arrive.
3. During lunch period, students are restricted to the high school wing (not beyond double doors), and designated areas.
4. All parking lots are off-limits to students. Any unauthorized students found in any parking lots will be considered as being off-campus.
5. Non-students are not allowed to be on campus during the school day except for official school business.
6. Students violating the closed-campus restriction will be subject to disciplinary action.
7. During athletic contests students must remain in the building or will be required to pay upon reentry.
8. Students are not allowed to sign themselves out (regardless of age) without permission from their parent/guardian or Principal.

### **COMPUTER/INTERNET/NETWORK ACCEPTABLE USE AGREEMENT AND INTERNET SAFETY POLICY**

This document must be read in full prior to indicating your agreement to follow all Walkerville Public Schools computer/Internet/network policies.

No person shall be allowed to use any computer/Internet/network equipment owned by Walkerville Public Schools (hereafter named WPS) unless he/she has read and indicated his/her agreement to follow all policies stated herein by signing his/her name to this agreement.

All WPS computer/Internet/network accounts and all WPS e-mail accounts are provided free of charge to any staff and/or students of WPS.

### **POLICIES**

1. No person shall, without prior permission obtained from the Technical Services Manager, remove any computer/Internet/network equipment from WPS property.
2. It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is the user's responsibility to make sure that all food and drinks are kept away from all hardware and software.
3. Only hardware approved by WPS may be attached to the district network.
4. Any data, which resides on computer/Internet/network equipment owned by WPS, is the sole property of WPS. WPS may do with this data as it sees fit including, but not limited to, monitoring this data, deleting this data and/or turning this data over to law enforcement officials if necessary. Said data also includes any personal electronic mail or other messages or communications.
5. All information, communication or any other use of computer/Internet/network equipment and/or software owned by WPS must be appropriate for all audiences. Vulgarity, inappropriate material and/or data as deemed by WPS

- authorities are strictly prohibited from being accessed and/or processed through computer/Internet/network equipment and/or software owned by WPS.
6. Any media including diskettes, CDs, DVDs, flash drives, and/or portable hard drives used for storing data on WPS computer/Internet/network equipment must get the approval of the Technical Services Manager prior to use on WPS owned equipment.
  7. Only software purchased or approved by WPS may be stored or installed on district hardware. No software programs may be downloaded off the Internet without the permission of the Technical Services Manager.
  8. All network logon and e-mail accounts are the personal responsibility of the account holder. Network logon and e-mail accounts owners must not for any reason give their account passwords to another person. Network and e-mail account owners must not for any reason allow another person to use his/her network or e-mail account. In order to avoid allowing any person to use another person's network account all account holders must log off any computer he/she is using before leaving that computer. Account holders must not be logged into more than one computer at any given time.
  9. No user shall intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users. A user may not in any way attempt to misrepresent another user.
  10. The user is responsible for all files stored or printed under his/her user account without exception.
  11. All Internet communications are logged and monitored by WPS. WPS knows exactly what Internet sites are accessed by every account holder and the date and time of day that the site is accessed. This information will be used to monitor and ensure proper use of WPS owned computer/Internet/network equipment.
  12. When/If a user mistakenly accesses any inappropriate material on any computer/Internet/network equipment owned by WPS the user must immediately inform a WPS staff person. The staff person must then inform the Technical Services Manager. This will help WPS authorities to determine a course of action when the access violation information is obtained from the network logs.
  13. Any user who attempts to "hack" or maliciously destroy or access computer/Internet/network equipment and/or software owned by WPS or any other computer/Internet/network equipment and/or software through WPS owned equipment will immediately lose computer/Internet/network equipment access and privileges and will be prosecuted to the full extent of the law. This includes the introduction or perpetuation of computer viruses and/or computer worm programs.
  14. Any user who discovers any security problem on any computer/Internet/network equipment and/or software owned by WPS must immediately report the security problem to a staff person and the Technical Services Manager. The person who discovers the security problem must not tell anyone other than the staff person and the director of technology about the security problem nor shall the person demonstrate the security problem to anyone other than the director of technology. If the person who discovers the security problem fails to follow this procedure the incident will be treated as a "hacker" attempt as stated in policy number 10.
  15. Computer/Internet/network equipment and/or software owned by WPS shall be used solely for educational purposes. Computer/Internet/network equipment and/or software must not be used for business transactions of any kind other than school related business transactions.
  16. *Each user is responsible for all material sent electronically. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. Any violations of the use of telecommunications should be reported to the building administrator.*
  17. Students at WPS are prohibited from accessing and using any free e-mail Internet accounts and/or services from any computer/Internet/network equipment and/or software owned by WPS. Students may use an e-mail account given to them by the WPS Technical Services Manager. This policy is to avoid inappropriate e-mail messaging which cannot be traced back to the sender.
  18. Chat rooms of any kind including, but not limited to, on-line multiplayer games, instant messaging, Web enabled chat systems and/or any other chat-like scenarios and/or systems are strictly prohibited for use by students on any computer/Internet/network equipment and/or software owned by WPS. *Teachers may request appropriate chat areas to be unblocked for educational purposes.*
  19. Any person wishing to use data gathered from the Internet or other media sources on any computer/Internet/network equipment and/or software owned by WPS must abide by all applicable copyright and/or licensing laws.
  20. All persons agreeing to follow this policy are also agreeing to follow the WPS Internet Safety Policy. The WPS Internet Safety Policy is attached to this document.

#### **CONSEQUENCES FOR VIOLATING ACCEPTABLE USE AGREEMENT POLICIES**

If any of the policies stated above are violated intentionally or unintentionally, with the exception of policies number 10 and 11, WPS withholds the right to remove the person's computer privileges, charge the person for damages incurred by WPS because of their actions, and/or take additional disciplinary action. If a student violates this agreement, WPS will take disciplinary action according to the Student Disciplinary Code which could result in a suspension, withdrawal of computer/Internet/network privileges, or legal actions.

It is the policy of Walkerville Public Schools that access to the Internet provided by Walkerville Public Schools is expected to be used as an educational and/or work related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of Walkerville Public Schools, is in any way prejudicial to the best interest of the unit or in conflict with Walkerville Public Schools.

Walkerville Public Schools reserves the right to refuse access to the Internet by the school district to anyone when it deems it to be necessary in the public interest.

**Definitions** (as defined in the Federal law for CIPA)

- Access to the Internet – A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
- Minor shall mean an individual who has not attained the age of 18 and/or is a student at Walkerville Public Schools.
- Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
- Child Pornography shall have the meaning given term in section 2256 of title 18, United States Code.
- Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
  - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
  - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Hacking shall mean attempting to gain unauthorized access to computer and network systems connected or not connected to the Internet.
- Technology protection measure shall refer to a proxy server managed by Walkerville Public Schools that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
- Authorized staff member as used herein shall refer to an adult staff member appointed by the Walkerville Public Schools Technology Committee.
- Technology Committee as used herein shall refer to a group of Walkerville Public Schools staff including but not limited to the following:
  - Administrator
  - Director Of Technology
  - At least one (1) staff member appointed by the Administrator
  - At least two (2) teachers appointed by the Administrator

**Access to Internet by Minors**

Minors accessing Internet services provided by Walkerville Public Schools shall be subject to the following rules and regulations:

- Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for the educational setting.
- Minors shall not use Walkerville Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
- Minors shall not engage in any illegal activities on the Internet.
- Minors must use email only in accordance with the Acceptable Use Agreement.
- Minors shall not disclose personal identification information on the Internet.
- Minors shall be monitored while using the Internet.

**Access to Internet by Adults**

Adults accessing Internet services provided by Walkerville Public Schools shall be subject to the following rules and regulations:

- Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
- Adults shall not use Walkerville Public Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
- Adults shall not engage in illegal activities on the Internet.

**Internal/External Web Pages**

Neither student web pages nor any other personal web sites constructed outside of the school supervised setting will be linked to or associated with any Walkerville Public School site.

**Technology Protection Measure**

Walkerville Public Schools shall use a technology protection measure(s) that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Walkerville Public Schools.

- If a staff member or student believes a web site to be inappropriately filtered or not filtered, he or she should submit a request via e-mail or by visiting the WPS Work Order Request Portal with the Internet address (URL) of the site and the rationale for blocking or unblocking the site for students. If the Technical Services Manager concurs with the staff member or student that a web site is clearly appropriate or clearly inappropriate for students, then a change will be made in the filter to allow or disallow viewing of the site. If it is not readily apparent whether a site is or is not appropriate for elementary school students, the Technology Committee will decide whether or not to block the site.

#### **Internet Safety Training**

Staff members will participate in professional development in accordance with the provisions of law and this policy. Training shall include:

- Educating students on the proper use of email, chat rooms, social media, and other forms of electronic communication.
- The inherent danger of students disclosing personally identifiable information online.
- The consequences of unauthorized access (hacking), cyberbullying, and other unlawful or inappropriate activities by students or staff online.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above at the beginning of the school year.

#### **Policy Violations**

Any violation of this policy may result in the loss of access to the Internet administered by Walkerville Public Schools. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Walkerville Public Schools board policy, and including applicable law enforcement agencies when necessary.

#### **Policy Challenge Procedure**

An individual who has been granted access to the Internet by Walkerville Public Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the Walkerville Public Schools Technology Committee in writing for consideration.
2. The Technology Committee will review the site within a reasonable period of time of the submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Walkerville Public Schools' principals will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Walkerville Public Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Walkerville Public Schools Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Walkerville Public Schools established grievance policy or at the Walkerville Public Schools administrator and/or board level for challenges presented in writing.

#### **DAMAGE TO OR LOSS OF SCHOOL PROPERTY**

It is the intention of the Board of Education to seek damage against either the students or the parent(s) in all cases involving malicious or willful destruction or damage of school property.

Clothing, equipment, books, or materials remain the property of the school. The school will issue a record of the condition of the issued articles. It is the student's responsibility to take reasonable care of all school property in his or her possession and to return it to the school in as near its issued condition as possible.

Students will be charged a reasonable amount not to exceed the replacement value for damage to or loss of any issued articles of school owned equipment, clothing, books, or materials.

#### **DRESS CODE**

In an effort to prepare students for employability standards of attire, Walkerville Schools wishes to define specific parameters of dress. The intent of the dress code is to ensure education takes place without distractions.

Students should dress in a common sense manner and are expected to consider their school grooming and dress pattern as complimentary to their education and conducive to a learning and work environment. A standard of dress which clearly deals with the health and safety of students will be upheld (i.e. profanity, vulgarity, obscenity, drug, tobacco, or alcohol use, gang-related are not permissible.)

Any clothing that is not in good taste and /or expose undergarments are not acceptable.

Determination of inappropriate clothing will be at the discretion of the principal or his designee.

Examples of prohibited clothing include but are not limited to:

- a. "See through"
- b. According to Board Policy 8240-R garments which expose midriffs or open backs. In addition, tube tops and fishnet tops are prohibited.
- c. Clothing which exposes skin above the fingertips (i.e. ripped jeans, skirts, shorts, etc.)
- d. Garments that provoke or distract students, school employees and or the educational setting.
- e. Multiple rips in garments.
- f. Sunglasses, outerwear coats, backpacks, and other outside clothing are not appropriate to wear.
- g. Hats, caps, bandannas, sweatbands, or any head coverings including sweatshirt hoods.
- h. Pants that sag or shorts that are shorter than the student's finger tips. Biker shorts (spandex) are not acceptable. Boxer shorts are to be worn as an undergarment only, and not visible.
- i. Wallet chains, spiked jewelry
- j. Blankets, slippers, or pajamas

Students not conforming to this dress policy will be asked to obtain appropriate clothing or to adjust their clothing.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **A. Suspension from School**

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side. The administrator will then provide the student with evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, his/his parents will be notified. Students may be given the option to attend an alternative education opportunity.

When a student is suspended, he/she must make up work missed. A student being considered for suspension of more than 10 days will be given due process as described in the expulsion section below.

#### **B. Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the board meeting
- The length of the recommended expulsion
- A brief description of the hearing procedure

Students may bring the following to the hearing:

- parents, guardians, or counsel
- testimony, evidence, and a defense
- school personnel who were party to the action or accused the student of the infraction

A student being considered for expulsion may be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents. Legal counsel, or by a person of his/her choice. Within ten days after notification of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature to the sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credits ends when a student is expelled.

Walkerville High School makes a sincere effort to have disciplinary actions take place that will 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 parents have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

### **EQUIPMENT / FACILITIES**

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe keeping of any equipment or facility they are allowed to use.

### **FUNDS, STUDENT ACTIVITY**

All funds earned by the classes and other student clubs and organizations are quasi-public funds and, as such, are subject, to the control and direction of the Board of Education in the same manner as all other public funds.

Written orders on activity funds will be honored only when the account involved has a sufficient balance to cover the expenditure. (The advisor/sponsor, treasurer, and student signing any written order are responsible for balancing that account.)

The Walkerville Board of Education will use all unobligated funds remaining in the account of a class after graduation or in the account of a club or organization after it has been inactive for a period of one school year, as it sees fit.

The procedure for making purchases for classes, clubs, or organizations is:

1. Obtain a written order from the involved treasurer, signed by the treasurer, sponsor/advisor, and students.
2. Submit this order to the office.
3. The office will write a check for the amount of the order to the vendor.
4. In an emergency: secure a verbal permission from the sponsor/advisor, treasurer, or students to pay for the purchase from pocket cash and get a receipt.

### **FUNDRAISING BY STUDENTS AND STUDENT ORGANIZATIONS**

1. The Board of Education recognizes that fund raising by students may, on occasion, serve legitimate educational goals.
2. All fund raising activities carried out by classes, clubs, and other school-sponsored organizations must have the advance approval of the principal.
3. No student is permitted to sell any item or service without the approval of the principal. Violation of this may lead to disciplinary action.

### **HEAD PHONES/EAR BUDS**

During the school day, head phones/ear buds should be stored and out of sight. Exceptions – Before school, during lunch or per teacher directions.

### **LOCKERS**

Students have no reasonable expectation of privacy in any school locker, desk, or storage area. Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker, which should be kept clean, neat, securely closed. Lockers are not to be shared. Students are to remain in the lockers they are assigned unless permission to change has been granted from the office. The principal is in charge of lockers and it should be kept in mind that the principal or any staff members delegated by him or her has the right to inspect a locker at any time, including using such means as a canine unit to detect illegal substances. Students who vandalize lockers or use them for storage of illegal or prohibited substances will be denied the use of locker space. The school is NOT responsible for possessions stored in the lockers. Valuables may be checked into the office for safekeeping. Students should not keep money or valuables in school lockers. The school is NOT responsible for money or valuables left in lockers.

### **LOST AND FOUND**

The lost and found area is in room #10. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **LUNCH PERIOD / MEAL SERVICES**

Walkerville Public School participates in the National School Lunch Community Eligibility Program. Lunch and breakfast are available to students at no cost. Seconds or additional items are sometimes available at a rate set by the Food Service Department and must be paid for at point of service. Students may also bring their own lunch to school and eat it in the school's cafeteria. Students will receive identification cards. The student number on these cards should be used when receiving breakfast and lunch in the cafeteria.

We require that a Household Information Survey is filled out and signed, which is needed for administrative purposes, not to determine eligibility. This survey allows our school to benefit from various State and Federal supplemental programs like Title I A, At Risk (31a), Title II A, E- Rate, etc. This survey is critical in determining the amount of money the school receives from a variety of supplemental programs. All information on the survey submitted is confidential. Without your assistance, the school cannot maximize utilization of available State and Federal funds.

### **MOTOR VEHICLES**

1. Students will not be allowed to enter or occupy any vehicle during the school day unless permission has been granted by the principal's office.
2. Careless use of automobiles or other motor vehicles will result in disciplinary action.

3. Violation of any of the motor vehicle regulations may result in the loss of a student's driving privilege, detention, or suspension.
4. Park in designated parking lot only. Front row of high school parking lot is reserved for staff and/or visitors.
5. Students must park in the school parking lot.
6. Any student driving a vehicle to school must complete a registration . A parking sticker will be issued. The sticker should be placed in the lower right hand side of the front windshield.

#### **POP/FOOD**

1. For safety sake, glass bottles are not to be brought in the building. Water is encouraged.
2. Pop/food will not be allowed in the classrooms or gymnasiums.
3. All beverages/food are prohibited at computer workstations.
4. Bottled water is permitted in the classrooms.

#### **RELIGIOUS INSTRUCTION**

Under the public law of Michigan, schools are required to release students for religious instruction if the parents request such a release. Pupils excused for such instruction will be listed in advance for teachers. Those students are not to be counted tardy or absent during the time missed from classes.

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of law and school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches.

Anything that is 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. The school reserves the right not to return items that have been confiscated.

#### **TELEPHONES**

Classroom phones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

#### **TRANSFER/WITHDRAWAL OUT OF THE DISTRICT**

If a student plans to transfer from Walkerville Public Schools, the parent must notify the Principal. Transfers will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school secretary for specific check out lists. Parents are required to sign the withdrawal form in order to complete the withdrawal process.

#### **VISITORS/GUEST STUDENTS**

Visitors, particularly parents, are welcome at the school. In order 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 shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining permission from the Principal.

A student who is requesting a visitor come to school must complete a visitor request form at least one day in advance. This includes getting signatures from all students' teachers and approval from the principal. Verbal parental consent of the visiting student must be given to the office prior to getting required signatures on this form. This form must be complete in order to receive a visitor pass.

## **STUDENT DISCIPLINE CODE**

#### **GENERAL STUDENT CONDUCT**

It is the goal of the faculty and administration of Walkerville Public Schools to create a positive and safe learning environment. Students have the right to be free from physical threat, intimidation or other harm. Accordingly, any such violation upon another person will meet with a correction and/or logical consequence. Infractions of a legal nature will be dealt with as a police matter. These rules have been prepared to support a safe and comfortable learning environment.

All policies are in effect:

1. While students go to and from school.
2. On school property.
3. At all school or approved events and activities
4. With respect to any misconduct toward any school employee.

### **DEFINITION OF DISCIPLINE TERMS**

Detention – After school/Lunch: Lunch detention is a half hour period of time. Students in lunch detention will be given an alternate lunch to eat. Afterschool detention will be one half hour. Students should bring work to the detention period. Detention dates will be scheduled by the administrator. Detention behavior will include the following: sitting in seats, no talking allowed, computer cannot be used without written permission from teacher.

Out-of-School Suspension (short term): This is the exclusion from school for a specific amount of time (one to ten days) depending on the severity of the rule infraction, Students in OSS are considered absent (excused). This exclusion extends to all school-related activities including Voc, Internships, dances, plays, athletic events, extracurricular activities, etc. Schoolwork missed during suspensions must be made up or a failing grade will be assigned. Students are responsible for making arrangements to obtain all assignments during this period of suspension. These arrangements are to be made through the high school office. An extra day will be added to assignments due date for every day of school missed and credit will be granted for all work that is satisfactorily completed. The teacher upon the student's return to school will administer tests missed during this suspension period. Prior to allowing a student back into class a meeting with the parent(s) and teacher must be held.

Expulsion (suspension long term): This is the removal of a student over 10 days at one time and up to one year from the school system. This must be a Board of Education action taken as a result of the principal and superintendent recommendation. A written explanation of the expulsion procedures will be made available at the superintendent or principal's office. The severity and/or repeated misbehavior are factors that would cause a student suspension.

Possession of the following items, but not limited to this list are subject to automatic expulsion of 180 school days by the Board of Education under Michigan law.

*(Dagger, Dirk, Firearm, Iron Bar, Knife-blade over 3 inches, Knife opened by a mechanical device, Brass Knuckles, Stiletto, Etc.)*

### **HARASSMENT**

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location). (Board Policy 5517.01)

Sexual harassment, may include, but is not limited to, the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks with sexual or demeaning implications;
4. Unwelcomed touching;
5. Sexual jokes, posters, cartoons, etc.;
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
7. In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Reporting Procedures: Any student who believes he or she has been the victim of harassment of any kind is encouraged to immediately report the alleged acts to the school principal. Any teacher, administrator, or other school official who has received notice that a student has or may have been the victim of harassment is required to immediately report the alleged acts to the school principal. Any other person with knowledge or belief that a student has or may have been the victim of harassment is encouraged to immediately report the alleged acts to the school principal.

Investigation: The principal will conduct an investigation into the alleged acts. If the investigation warrants a liaison officer will be called to assist in the investigation. A report will be submitted to the superintendent upon the completion of the investigation.

School District Action: Warning, parent conference, counseling, suspension, exclusion, expulsion

### **BULLYING**

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). 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/or 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.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited. (For more information on Bullying in Board Policy 5517.01)

### **DEGREE OF MISBEHAVIOR**

Walkerville Middle and High School follows a progressive discipline policy. To this end, types of misbehavior are divided into four sections according to the degree of the misbehavior. The four sections are General, Serious, Severe, and Expulsion

Logical consequences will be developed on a case-by-case basis, as determined by the administrator. The following pages will give staff, parents, and students a sense of the consequences of improper and illegal actions. At all times, the student is responsible and must be held accountable for his/her own behavior.

Disciplinary actions and student misbehavior are handled on a cumulative basis throughout their 9th through 12th grade, at the discretion of the principal.

### **DISCIPLINARY EXPECTATIONS AND CONSEQUENCES**

Student Removal Policy - Students are expected to come to class on time and prepared for work. They are expected to exhibit behavior appropriate for the classroom setting. All students have the right to learn, and no student should be a detriment to another student's opportunity to learn. Teachers are expected to deal with minor, daily conduct problems to the best of their ability; however, excessive behavior problems are grounds for removal from class.

#### **I. GENERAL VIOLATIONS**

Examples of behaviors are:

- A. Disrespect of school property or the property of others, inappropriate littering
- B. Verbal harassment of another student or students
- C. Fighting, physical/verbal threat toward another student or staff member
- D. Profanity, obscenities, or possession of obscene material
- E. Inappropriate displays of affection
- F. Gambling
- G. Forgery of a pass or false call to the office
- H. Leaving a classroom without permission
- I. Continued cheating and/or plagiarism
- J. Rude behavior towards a staff member, including lying
- K. Throwing objects (including rubber bands and snowballs)
- L. Leaving campus without permission or following procedure
- M. Classroom disruption
- N. Hallway behavior
- O. Inappropriate dress
- P. Listening to music on computers without teacher permission
- Q. Loitering
- R. Lunchroom disruption
- S. Scuffling
- T. Use of restricted electronics in class without teacher's permission
- U. Other violations not listed

Consequences:

The consequences for violating provisions of the General category of the discipline code for high school students may result in detention and/or suspension.

#### **II. SERIOUS VIOLATIONS**

These types of violations will be handled by the administrator and will generally result in suspension from school. Examples of behavior associated with this level of misbehavior are:

- A. Possession of drug paraphernalia
- B. Use or possession of tobacco products
- C. Assault against another student
- D. Vandalism of a moderate nature

- E. Insubordination (includes threats against a school employee)
- F. Theft or possession of stolen property within the school setting
- G. Possession of a knife with a blade less than 3" long
- H. Possession or use of minor explosives (firecrackers, smoke bombs, etc)
- I. Extortion or coercion
- J. Fighting
- K. Indecent exposure or gross obscenities
- L. Failure to take assigned punishment
- M. Gang related activities
- N. Inciting other to violence or disobedience
- O. Motor violations
- P. On school property while suspended
- Q. Unsportsmanlike behavior at all athletic home and away events as a spectator
- R. Unethical or illegal use of computers, computer networks (hardwired & wireless) or telecommunications.
- S. Other violations not listed

Consequences:

The consequences for violating provisions of the Serious category of the discipline code may result in suspension up to 10 days in length.

III. SEVERE VIOLATIONS

This type of violation is more serious and will be handled by the administrator and will result in suspension. Examples of behavior associated with this level of misbehavior are:

- A. Use, possession, or being under the influence of any controlled substance, non-controlled substance, alcoholic beverage, or marijuana, while in school, at a school sponsored activity, or on school property, any time during the school year.
- B. Vandalism of a severe nature
- C. Possession of a weapon or an explosive device
- D. Intentionally setting off a fire alarm
- E. Verbal assaults or threats against school employees
- F. Sexual harassment (see definitions)
- G. Ethnic/religious/disability/harassment (see definitions)
- H. Other violations not listed

Consequences: The consequences for violating provisions of the severe category of the discipline code will result in a 10 day suspension and/or expulsion with police reports filed in appropriate cases.

IV. EXPULSION OFFENSES

Expulsion, along with a police report and a referral to the Department of Social Services will be considered in the following cases:

- A. Sale or delivery of any controlled substance, including marijuana and alcoholic beverages, while in school or on school property any time during the school year.
- B. Possession of any controlled or non-controlled substance, alcoholic beverage or marijuana in an amount which could be construed as intended for sale or delivery.
- C. Major vandalism.
- D. Assault involving a weapon.
- E. Making a bomb threat.
- F. Physical or verbal assault against a school employee.
- G. Possession of a dangerous weapon (defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3" in length, pocket knife opened by mechanical blade, iron bar, or brass knuckles).
- H. Possession or use of an explosive device
- I. Rape
- J. Arson
- K. Other violations not listed

Please Note: Restitution will also be sought when school property is damaged.

Parents will be notified in all cases of suspension and/or when expulsion is being considered.

The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the discipline measures or any other discipline measure without first imposing a less severe type of discipline and, in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency.

Disciplinary actions and student misbehavior are handled on a cumulative basis throughout their 9th through 12th grade. Incremental penalties may be waived by administration due to the severity of the offense and sustained periods of good behavior.

### **ASSAULT, PHYSICAL OR VERBAL**

If any student commits a physical or verbal assault against an employee, the student may be expelled from the district.

If any student commits a physical assault (at school or at a school related function) against another pupil, the student may be expelled or suspended.

Note: A physical assault means intentionally causing or attempting to cause physical harm to another person through force or violence.

### **WEAPON FREE SCHOOL ZONE POLICY**

#### **A. Expulsion:**

The Board of Education of Walkerville School District, as both employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that individuals possessing weapons and / or dangerous weapons best utilize school buildings, facilities, vehicles, grounds, and other school property in the educational process in the absence of threats to physical well being and safety.

Accordingly, the Board (or the superintendent, a principal or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon or commits arson or criminal sexual conduct in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed 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 student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon;
4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

#### **B. Recordation and Referral:**

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the pupil is un-emancipated) and to the local law enforcement agency.

The District shall within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student's parent/legal guardian or (if the pupil is emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conduct by a student which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

#### **C. Petitions for Reinstatement:**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is not emancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of the expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened another person with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another with a dangerous weapon) may apply for reinstatement at any time and may be reinstated within (10) school days from the expulsion date. While the District must supply the reinstatement petition if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school, which the petitioning student has attended. If such records are already in the possession of the District, the parent/ legal guardian or student (if emancipated) shall furnish written authorization for review of it by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is unemancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the District;
3. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement.
4. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement;

D. Criteria for Reinstatement:

The designated committee and the Board shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of liability for the District or Board or District personnel;
3. The age and maturity of the expelled student;
4. The expelled student's prior school record;
5. The expelled student's attitude concerning the incident;
6. The expelled student's behavior since expulsion and the prospects for remediation;
7. The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of Education. The District will only consider reinstatement, to the denial of the student's petition for reinstatement by the expelling Board of Education.

E. Conditions of Reinstatement:

The Board may require an expelled student (and if the petition was filed by a parent/legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to, the following:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specified immediate consequences for failure to abide by any condition of reinstatement.

F. Application to Handicapped Pupils:

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

G. Definitions:

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

Firearm:

- A. weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air;
- B. the frame or receiver of any such weapon;
- C. any firearm muffler or firearm silencer; or
- D. any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered a "firearm".

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

## **EXTRA CURRICULAR ACTIVITIES**

### **NON-SPONSORED CLUBS AND ACTIVITIES**

Non-sponsored students groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity; attendance is voluntary, that no school activities and those non-school persons do not play a regular role in the event. School rules will apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is NOT permitted. All groups must comply with school rules and must provide equal opportunity to participate. A non-district sponsored organization may not use the name of the school or school mascot.

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member or registered member of the volunteer committee. School sponsored clubs are encouraged to perform some type of community service during the school year.

### **SCHOOL SPONSORED EVENTS**

Parties and Dances – The Principal must approve all specifics of parties and/or dances, which should be included on a building use form. All school parties must be sponsored by a class or organization and are under the direction of the sponsor/advisor of that group or by a registered volunteer of the Walkerville Public Schools. Students are expected to remain in the building until the activity closes. If it is necessary to leave before the close of the activity, the person concerned may not return. Students violating school or dance policies will be prohibited from attending future activities

Only Walkerville High School students and their registered date may attend the high school social activities. The form "Walkerville High School Activity Request" must be filled out and turned in to the principal five days prior to the time for the requested activity by the sponsoring organization.

## **EMERGENCIES**

### **EMERGENCY CLOSING AND DELAYS**

If the school must be closed or the opening be delayed because of inclement weather or other conditions, the school will notify the following television stations:

Television Stations: WZZM- Channel 13, WWTV- Channel 9&10, WPBM- Channel 7&4

In addition to the announcements via local television, a PowerAnnouncement will be made; please make sure your contact information is up to date.

Parents and students are responsible for knowing about emergency closings and delays.

### **FIRE / TORNADO / LOCKDOWN DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to student by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using procedures provided by the State. The alarm system for tornados is different from the alarm for fires and is posted in each classroom.

Lockdown drills will be conducted periodically throughout the school year using procedures developed by the district. An announcement will be made over the phone system indicating the lockdown drill.

## **HEALTH AND SAFETY**

Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures for fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she / he should notify any staff person, immediately.

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

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office. All medications prescribed and non-prescribed, are to be delivered to the school secretary and taken only with adult supervision. The principal or secretary is available to discuss the procedure for medication and treatments. No medications or medical treatments are to take place in school without his /her approval.

### **CONTROL OF CASUAL COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to insure that the rights of the person affected and those in contact with that person are respected. The school seeks to keep students and staff persons in school unless there is evidence to warrant exclusion. Non- casual contact, communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law.

Immunization Requirements: Unless given a waiver, students must meet the following requirements:

Diphtheria, Tetanus, Pertussis - Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. If five (5) years has passed since last dose of tetanus/diphtheria/acellular pertussis (Tdap) vaccine a booster is required.

Polio- Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Measles, Mumps, Rubella - Two (2) doses of live measles virus vaccine after the 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Hepatitis B- Three (3) doses of the Hepatitis B vaccine approximately six (6) months apart.

Varicella (Chickenpox) – Two (2) doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease.

Meningococcal Conjugate - 1 (one) dose for children 11 years of age or older upon entry into 7<sup>th</sup> grade or higher.

Medical waivers must be signed by a physician. Philosophical/religious wavier must be signed the county health department. An original copy of the waiver must be brought to and retained by the school..

### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission from a teacher to go to the office. The office will determine whether or not the students should remain in school or go home. No students will be released from school without proper parental permission.

## **SPECIAL SERVICES**

### **BUS TRANSPORTATION**

We ask that when filling out the Transportaiton Pick-Up/Drop-Off Location Form at the beginning of the year, or when making changes during the school year, that you choose only one place on the form for morning pickup and one for the afternoon drop

off. Your child may be picked up at one location (home or sitter) and dropped at another location, but it must be the same place ALL week.

If you do need to make changes during the year, we do ask for 48 hours notice of the change. NO CHANGES should be made after 2:00 p.m. for the ride home, even in an emergency. In that case, you should meet the child at the normal drop location or call the office and pick up there.

Last of all, we do not encourage students to ride home with other students, except in an extreme emergency. We run an efficient bus system, so our buses are generally filled. If you have an emergency, please call us ASAP and make sure you talk to someone in the Transportation department directly, and also call the building. We would rather have two notes to the driver(s) involved to make sure all students are where they are suppose to be.

Please go over this information and the bus rules with your child. We are looking forward to having a safe school year. If we can be of any assistance, please call or email me.

Albert Tanner, Transportation Supervisor  
Phone: 231-873-4850 ext. 3300 Email: atanner@walkerville.k12.mi.us

The school has the responsibility to provide careful supervision for children while they are under the authority of the school.

The following regulations are established to afford this supervision and to provide the safest possible situations for students who ride buses. We would like to ask for your cooperation in encouraging your child to follow these regulations.

1. Follow your bus drivers instructions.
2. Be courteous to others.
3. Stay in your seat while the bus is moving.
4. Keep your heads, hands, and arms inside the bus windows.
5. No fighting.
6. No swearing.
7. Talk quietly.
8. Keep the bus clean.
9. No eating on the bus.

Violations of the above regulations may result in pupils being denied the privilege of riding the bus. In addition the consequences outlined in the student discipline code will be followed.

### **LIBRARY SERVICES**

The school library is a valuable center for study and research. All Board of Education regulations regarding student behavior and conduct apply to library use.

Library materials may be borrowed for two weeks, such as books, recordings, slides, etc. All circulating materials may be renewed on an indefinite amount of time unless someone else is requesting the materials. Some materials are placed on reserve to restrict the time limit of circulation so that more students can benefit from materials.

Both current and back issues of periodicals are available on request for the use in the library or in the classroom. Periodicals and reference materials may not be taken out of the school.

The librarian will make every effort to borrow or purchase materials not presently owned by the school if the students or teachers for class work need the items concerned. All materials requested must meet the Walkerville Public School Library selection policy and standards.

### **WORK PERMITS**

A student seeking work is required to have the firm offer of employment prior to requesting a work permit. Work permits for minors are issued in the high school office on the authority of the principal. The principal is responsible by state law to revoke work permits in all cases where, in his or her opinion, either the student's health or his school attendance is affected by the work. In all such cases, the parents will be notified by letter prior to revoking the permit to afford the student an opportunity to improve his position. Students must be between the ages of 14 and 18 and also must present proof of their birth date to the principal or his / her designee before issuance of the permit.

# WALKERVILLE WILDCAT ATHLETIC HANDBOOK

## Message to Parent/Guardians

Your student has indicated a desire to participate in the school interscholastic athletic program. Parents/Guardians of student athletes also commit themselves to certain responsibilities and obligations, which are outlined in this Athletic Handbook. Your signature on the Athletic Contract, along with the signature of your student athlete, indicates that you understand and accept those responsibilities and obligations and agree to cooperate with school personnel in enforcing the Athletic Code.

Parents/Guardians of varsity athletes participating in fall, winter and or spring sports are encouraged to attend the Parent Informational Meeting scheduled by the varsity coach at the beginning of each season. Copies of the Team Rules will be distributed and discussed with the parents/guardians at this time.

As fans and spectators at the athletic events, parents/guardians of athletes play a special role in supporting their athlete, the coach and the team. Parents/Guardians of athletes are expected and encouraged to model good sportsmanship at all times during athletic events. Failure to adhere to acceptable standards of adult behavior at high school interscholastic athletic contests may result in removal from the event and/or future events. All parents/guardians are invited to join the Walkerville Boosters and become an active part in the Walkerville Public School system.

ATHLETIC DIRECTOR – Mr. Jeffrey Knapp  
(231) 873-4850

## WALKERVILLE PUBLIC SCHOOLS ATHLETIC POLICY

### PHILOSOPHY

The philosophy of Athletics at Walkerville Public Schools must parallel those of our high educational standards. The emphasis must be on producing quality students first and athletes second. The immediate goal is to mold dedicated and well-disciplined student athletes. The long-term benefits translate to a healthier, more productive, and well-rounded individual; now and for the future.

### GOALS AND OBJECTIVES

- A. Athletics in the Walkerville Public Schools shall be under the jurisdiction of the Athletic Director and the ultimate decision on any question will be the decision of the Administration of Walkerville Public Schools.
- B. Individual sports within the Walkerville Public Schools are under the direct control of the head coaches of said sports who will be responsible to the Athletic Director and shall consult with him or her on all matters pertaining to said sport.
- C. Athletics shall be an extension of the educational process at the Walkerville Public Schools.
- D. Athletics shall develop attitudes that instill teamwork between individuals.
- E. Athletics shall develop sportsmanship at all levels of interaction.
- F. Athletics shall develop self-discipline.
- G. Athletics shall provide a good example for the student body and the community.

ALL ATHLETIC POLICIES ARE BASED UPON THE FACT THAT EACH INDIVIDUAL ATHLETE MUST RECOGNIZE HIS/HER RESPONSIBILITY FOR POOR DECISION MAKING.

### PRACTICES

- A. All practices will comply with the Michigan High School Athletic Association regulations.
- B. There will be no Sunday practices before noon unless approved by the Athletic Director. Under no circumstances will failure to attend Sunday practices be held against the athlete. Summer attendance in sports programs is not mandatory.
- C. Practices are recommended not to exceed two (2) hours in duration.
- D. Michigan High School Athletic Association policies dictate that vacation practices may be permitted in certain sports. No athlete may be penalized if unable to attend all practices because of family trips or other family obligations.
- E. Any athlete who joins an athletic team after the first contest has been played must practice with the team a minimum of 5 days before participating in a scheduled contest.
- F. Regardless of an athlete's age, he/she will not be allowed any additional "adult privileges" such as driving to contests, etc.

### SCHEDULING OF ATHLETIC EVENTS

- A. It will be the sole responsibility of the Athletic Director to arrange the competitive schedule in strict compliance with the rules of the Michigan High School Athletic Association.



- B. All practice scrimmages with other schools will be arranged by the Coach with the Athletic Directors approval.
- C. Changes of schedule, cancellation, or make up dates will be the sole responsibility of the Athletic Director.

#### SNOW DAY OR BAD WEATHER

- A. If school is canceled before the school day begins: practices will not be held any sooner than noon. It is the coaches' responsibility to work with the administration in setting up an approved alternate snow day practice schedule. When several days are called off in a row because of unplowed side roads, and the main roads are accessible, the administration will use their judgment in allowing earlier practice times for more efficient use of gym space. Attendance at practice shall not be made mandatory for anyone involved in a sport.
- B. If school is delayed, morning practices will not be held.
- C. Middle School: If school is closed early due to weather conditions, all practices and contests for middle school are automatically canceled for the remainder of the day.
- D. High School: If school is closed early due to weather conditions, the Athletic Director will determine any cancellation of practices and contests. (MHSAA tournaments will be decided on an individual basis)
- E. Sanctioned activities will be rescheduled at a later date whenever possible. When several days are called in a row because of unplowed side roads, main roads accessibility will be taken into consideration.

#### GENERAL AND ATTENDANCE POLICIES

- A. The official starting time of a sport will be announced by the coach in season, in conjunction with MHSAA rules.
- B. An absence from school will be the only reason for not being in attendance at practice/game. Athletes must be in school by the start of 5<sup>th</sup> hour in order to actively participate with the team. If they are not in attendance by that time, they must attend practice/game but may not participate. If an athlete leaves school or does not attend class(es) without proper authorization (a skip) he/she will not be allowed to practice that day or be involved in competition.
- C. Prearranged absences approved by the Principal/Athletic Director ahead of time (such as doctor appointments, funerals) or emergency situations will be an exception to this policy.
- D. An out of school suspension on the day of competition or practice will cause an athlete to miss the competition or practice. He or she is not to be in attendance (or on any part of school property). A whole day in -school suspension on the day of competition or practice will cause the athlete to sit out that day, but the athlete must be in attendance.
- E. An athlete shall be defined as a student who has participated in at least one practice session while enrolled at Walkerville Public Schools. Cheerleaders are considered athletes and must adhere to all policies.

#### TRAINING RULES

One of the major purposes of athletics is the teaching of proper health and living habits. The Athletic Department of Walkerville Public Schools adopts the following rules for its athletes regardless of age.

- A. The athlete will not use or possess any alcoholic beverages, any form of tobacco or any unauthorized and or illegal drug or volatile chemical. Malt beverages labeled as non-alcoholic may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures. Penalties for violations of these training rules are stated later in this book.
- B. Use of profanity will not be tolerated in practices, games, or competitions.
- C. Good conduct is expected of all athletes at all times in their relationships with teachers, classmates, opponents and adults. Conduct determined or considered unbecoming a Walkerville Athlete and deemed detrimental to the team, school, and the community shall be considered a violation of the Athletic Code and the coach or athletic director shall invoke a penalty. (See Goals & Objectives)
- D. Proper dress is expected, as set by the coach and or athletic director on days of competition.
- E. For males, well-trimmed facial hair will be allowed.
- F. Coaches are responsible for setting rules dealing with lettering, missed practices, and roles pertaining to any area of team behavior not mentioned herein. The coaches shall provide a written copy of these rules to the Athletic Director prior to the start of the first team practice.
- G. This letter will be presented to parents/guardians at the beginning of the sports season.

#### AWARDS

- A. All participants completing a sports season will receive a certificate.
- B. The Varsity coach in each sport shall designate varsity award winners.
- C. Awards will be given as follows:
  1. First varsity award in a sport chenille letter "W". An athlete may receive only one chenille award. Certificate will also be given upon the successful completion of the season. (Coaches will let the players know the standards to receive this chenille letter).
  2. Second year varsity award: Certificate upon successful completion of the season.
  3. Third year varsity award: Certificate upon successful completion of the season.

4. Fourth year varsity award in a sport will receive a certificate upon successful completion of the season. Also, an athlete who has participated in a sport and received certificates & medals all four years will be given a four-year plaque in the sport. (One plaque will include all sports listed on the plaque).
5. The chenille letter "W" can be worn on any jacket or sweater that represents the school.
- D. Certificates and awards will be presented to the athletes at the Season Sports Banquet. Athletes are encouraged to attend the banquet. The athletic director and coaches will organize a potluck dinner. Any fans that wish to attend the banquet should contact the athletic director ahead of time.
- E. Certificates and awards for all varsity springs sport athletes will be awarded immediately after the completion of their final spring contest in that sport

#### UNIFORMS

- A. Coaches will collect uniforms after each game of sport season and athletes are responsible for returning them to the coach after each game. At the season's last game athletes are to turn in uniforms or equipment before leaving that game. Uniforms are not to be worn except during the game/match (including cheerleaders).
- B. If reimbursement for lost uniforms has not occurred prior to the beginning of the next sport the athlete wishes to participate in, the athlete will be denied the opportunity to compete in any further sports competition until the debt is paid. Consistent with the school policy handbook, any senior who has an outstanding debt with the school (including uniforms and equipment) may be denied the privilege of participating in commencement exercises.

#### ACADEMIC ELIGIBILITY

- A. All athletes, managers, statisticians, and other students associated with the team will be checked every **two** weeks throughout the school year. Any student receiving any failing grade on the "Eligibility Report" will be academically ineligible until student is achieving a passing grade. The AD will verify eligibility status with classroom teacher.
- B. Athletes who become ineligible in a particular class or classes will be checked each week for those classes until they become eligible.
- C. If the athlete is academically ineligible, the coach will determine if the athlete will be allowed to practice or use the time to improve coursework.
- D. Penalties for missed practices due to the detention policies of the student handbook will be at the discretion of the coach and/or athletic director.
- E. MHSAA rules state that any athlete who fails 50% or more of their classes during one semester, becomes ineligible for the next school semester sports season.
- F. Any student who voluntarily quits any athletic team will serve a penalty of 20% season suspension in the next athletic sport they participate in. (Athletes who do not attend a state playoff ie: districts, regionals, etc. will not be recognized on the team and forfeit any awards due to them.)

#### SPORTSMANSHIP

Rules of good sportsmanship should be observed whether we are at home or guests at another school. Others judge our school and us by our conduct at athletic events. Cheer our teams to victory but accept defeat in a gracious manner.

#### BUS AND AWAY GAME RULES

- A. If the team allows, parents of the Walkerville students may sign up for riding the team bus. In general, student spectators are not allowed to ride team buses. Students are encouraged to become part of a team by providing services as a manager or statistician. No student spectator will be allowed out of class to ride a team bus that is leaving prior to dismissal of school.
- B. Team members bus or approved transportation will be designated by the coach. Team members or student spectators may leave only under the following conditions:
  - a. They may leave with their parent/legal guardian provided the parent/legal guardian has notified the coach.
  - b. The parent/legal guardian may give permission for their student to ride home with a pre-arranged person. To do so they must *speak directly with the Coach & Athletic Director* PRIOR to the bus leaving the school for a scheduled contest.
  - c. Failure on the part of the athlete to abide by this rule will result immediately in a two game suspension from that sport or the next sport in which the student participates. If a student spectator fails to abide by this rule, the student will be denied the privilege of riding the bus as a spectator for the remainder of the season and a written referral will be sent home. Any further violations of this rule by an athlete will result in a suspension from all sports for the remainder of the school year.
- C. Separate seating may be made for teams and spectators.
- D. Team members and spectators who have ridden the bus may not leave the facility without prior permission from the coach. Failure to abide by this rule will result immediately in a two game suspension from that sport or the next sport in which the student participates. Any further violations of this rule by an athlete or spectator will result in suspension from all sports for the remainder of the school year.

- E. Students are to conduct themselves in a safe cooperative manner on the bus. They are to remain in their seats and keep their voices to a normal tone. Foul and disrespectful language will not be tolerated. Failure to cooperate with the bus driver may result in further disciplinary action.

#### GYM CARE

- A. The gym is used for athletic teams and their practices. Any misuse of the gym will result in the loss of those privileges as determined by the Athletic Director and Administration.
- B. *Food, Water & Sports beverages will be allowed in the gym during practices, noon hour, and before school and after school hours.* This includes home games. No pop or fruit drinks will be allowed in the gym.
- C. Lockers and locks are available to the athletes. The athlete is responsible for keeping his/her locker locked at all times and to turn in the locks at the end of the season (If applicable).

#### SHOWERING

Showers are available to all athletes after sports practices or games and in gym classes. Individual towels are the responsibility of the athlete or class participant.

#### FRESHMEN RULE

A committee composed of the Athletic Director, Varsity Coach, and Parent will determine if a freshman student will be placed on a Varsity team. It will take a majority vote of the committee.

The parent still has the right to not have their freshman student on the varsity team. If this is their wish, after consultation with the committee, it will be honored.

#### SPECIAL POINTS OF ATHLETIC EMPHASIS

- A. Through local Board of Education approval, the Walkerville Public Schools is a willing member of the Michigan High School Athletic Association and therefore shall conform to all policies and regulations of said organizations.
- B. The Walkerville administration reserves the right to follow proper due process procedures for all cases not specifically covered by these policies.
- C. All coaches must comply with the published policies.
- D. Walkerville Athletic Policy shall take precedence over rules of individual coaches.
- E. In case of athletic suspension, the athlete must practice with the team, be in attendance at contests but not in uniform, shall remain with the team for the entire contest, and abide by all team regulations. The only exception to this rule will be if the coach, athletic director and parents (prior to the practice or contest) agree that their child should not attend practice or contests for disciplinary actions at home.
- F. All suspensions begin immediately after the offense and will run consecutive contests and or calendar months. When an athlete must be suspended for a percentage of participations, that percentage will be playing dates not number of contests. Cheerleading competitions will be considered as a playing date.
- G. No athletic penalties shall run concurrently. For example, if the second offense occurs during the first suspension, the second penalty will begin at the conclusion of the first penalty.

#### ENFORCEMENT OF ALCOHOL, DRUG AND TOBACCO POLICY

To set a good example for the students and community of Walkerville, it is the responsibility of the athlete to abstain from involvement with alcohol, drugs or tobacco for the duration of each school year ( first day of practice or school, whichever comes first until the last day of school or spring season, whichever comes last).

The consequences listed on the following pages for enforcement of alcohol, drug and tobacco policies is cumulative. This means that the offenses will carry over into the next academic year. For example, if a student is caught in violation of possession of alcohol as a seventh grader that would be his/her first offense. If the same individual is in violation of possession of alcohol as an eight grader, it is considered his second offense and said punishment would be enforced, and so on.

Training violations are in three (3) categories: (1) Use or possession of alcohol or any unauthorized and/or illegal drug or volatile chemical; (2) use or possession of tobacco products; (3) Conviction or confession of a misdemeanor or felony crime. (Students may not join a team in season to serve penalty. Must join team at onset of season.)

- A. Use or possession of alcohol or unauthorized and/or illegal drug or volatile chemical.
  - 1. First offense: Athlete will be suspended from playing 25% of the regularly scheduled contests in the current season or the next season in which the athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current school year.
  - 2. Second offense: Athlete will be suspended from playing 50% of their regularly scheduled contests in the current season or the next season in which the athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current school year.

-AND-

3. Mandatory participation in an approved substance abuse program at the expense of the athlete or face suspension from all sports for the remainder of the school year.
4. Third offense: Suspension from all sports for one (1) calendar year. A year being defined as one calendar year (365days) from the point of referral.

-AND-

5. Mandatory participation in an approved substance abuse program at the expense of the athlete or face suspension from all sports for the remainder of the school year.
6. Fourth offense: Suspension from all sports for the remainder of the student's career at Walkerville Public Schools.

Penalties for violations of this policy will be enacted if the athlete is involved in any of the following situations:

1. The athlete is in possession or used alcohol, illegal drugs, or tobacco products. A responsible adult must report that he/she witnessed the student violating this training rule before any action will be taken by the administration.
2. The athlete refuses to take a breath analyzer (or blood test) at a school function because their behavior aroused suspicion that they were under the influence of alcohol/illegal substance.
3. The athlete who is administered a breath analyzer (or blood test) and registers any type of reading.
4. The athlete is issued (and is convicted or confesses to) a minor in possession ticket from a law enforcement agency.

B. Use or possession of tobacco products

1. First offense: Athlete will be suspended from 25% of their regularly scheduled contest in the current or next season in which the athlete participates. The suspension will be carried over the following year if not enough contests remain in the current school year.
2. Second offense: Athlete will be suspended from playing 50% of their regularly scheduled contests in the current season or the next season in which the athlete participates.
3. Third offense: Athlete will be suspended from playing 75% of their regularly scheduled contests in the current season or the next season in which that athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current school year.
4. Fourth offense and beyond: Suspension from all sports for one (1) calendar year. A year being defined as one calendar year (365 days) from the point of referral.
5. Convicted or confesses to a misdemeanor or felony crime other than use or possession of alcohol or any illegal substance.

C. Convicted or confess to a misdemeanor crime

1. First offense: Athlete will be suspended from playing 25% of their regularly scheduled contests in the current season or the next season in which the athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current year.
2. Second offense: Athlete will be suspended from playing 50% of their regularly scheduled contests in the current season or next season in which the athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current school year.
3. Third offense: Athlete will be suspended from playing 75% of their regularly scheduled contests in the current season or the next season in which the athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current school year.
4. Fourth offense: Suspension from all sports for one (1) calendar year. A year being defined as one calendar year (365 days) from the point of referral.

D. Convicted or confesses to a felony crime

1. First offense: Athlete will be suspended from playing 50% of their regularly scheduled contests in the current season or the next season in which the athlete participates. The suspension will be carried over to the following year if not enough contests remain in the current school year.
2. Second offense: Suspension from all sports for one (1) calendar year. A year being defined as one calendar year (365 days) from point of referral.
3. Third offense: Suspension from all sports for the remainder of the student's career at Walkerville Public Schools.

## INJURY PROCEDURE

The following procedures must be followed when an injury occurs:

Each coach assumes the responsibility to summons Emergency Medical Services and administer appropriate emergency first aid to an injured student-athlete if an athletic trainer is not present.

A. Player injured on the road without an athletic trainer present

1. Contact the parents of the student athlete.
2. Consult an administrator or the athletic trainer from the host school.
3. If a student-athlete needs to be taken to a hospital for emergency treatment:

- A. Contact the parents of the student to see if they are available to accompany the student. If parents are not available, a coach or designated person from the visiting or host school must accompany the student to the hospital.
  - B. Contact administrators from Walkerville Public Schools.
  - C. Obtain the complete name and address of the hospital and the physician's name.
  - D. Obtain a complete written diagnosis and prognosis from the attending physician.
  - E. If a parent or school representative does not accompany a student to the hospital, arrangements by the coach must be made to transport the student athlete back home.
  - F. Make sure all the above information is brought to Walkerville Schools upon the team's return to campus.
4. Any student-athlete that is hurt on the road should report the injury to the athletic department as soon as possible upon his/her return to school.
5. If the injury occurs during a game or practice, a coach must contact the parents of the athlete for further instructions.

**Walkerville Public Schools**  
Advisory to Parents

Dear Parent or Guardian:

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

You have the right to be informed prior to any application of an insecticide, fungicide, or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

If you need prior notification, please complete the information below and submit it to:

Walkerville Public Schools  
145 E. Lathrop Street  
Walkerville, MI 49459

Prior Notification Request

Parent Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Please check one:

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This form is optional!**  
**If you wish, please complete and return this page.**

**Walkerville Schools Student/Parent/Staff Compact  
2016-2017**

**Vision Statement: Walkerville Students Achieve and Exceed Standards**

This contract was written to communicate to families the kinds of involvement that will help students achieve their fullest potential. Student achievement will increase if students, parents, and school staff share responsibility for each student's academic success.

**As a student, I will:**

- Attend school regularly and be on time for classes.
- Be ready to learn and produce quality work.
- Complete assignments on time.
- Bring necessary materials to class.
- Follow the student handbook rules and policies.
- At all times demonstrate respect for all students, staff, visitors, and school property.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

**As a parent or guardian I will:**

- Make sure my child attends school consistently.
- Establish a time for sharing daily school experiences and completing homework.
- Attend my child's scheduled parent/teacher conferences.
- Meet with my child's teacher or principal as soon as I have a concern or question.
- Read and support the policies and practices stated in the student handbooks.
- Make sure my child has appropriate dress per the handbook and for weather conditions.

I also will be able to (check all that apply):

- \_\_\_ Volunteer to assist once a year in my child's school.
- \_\_\_ Encourage my child to read daily and to participate in physical activities.
- \_\_\_ Attend my child's after school activities .

Parent or Guardian Signature: \_\_\_\_\_

**As your child's teacher/principal I will:**

- Provide quality instruction to help students meet and exceed Michigan State Standards.
- Provide communication for families regarding student progress.
- Enforce the rules and policies of the school consistently and fairly.
- Create a safe and positive atmosphere for teaching and learning.

Teacher Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Please review this document with your child, sign and return to your child's teacher for his/her signature. You will receive a copy of this document after all signatures have been written.

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**This page is REQUIRED to be on file for all students.**

**WALKERVILLE PUBLIC SCHOOLS**  
**Student/Parent Handbook 2016-2017 Acknowledgement**

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

By signing below I acknowledge that I have received, read, and understand the 2016-2017 Student/Parent Handbook, which includes the Athletic Policy and the Computer/Internet/Network Acceptable/Responsible Use Agreement and Internet Safety Policy.

I know that I am to share this book with my parents, have them sign below, and return this form to the school office.

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

**School Year Field Trip Permission Form**

Field trips scheduled throughout the school year are planned with educational goals in mind. These field trips are part of the students' class and every student should have the opportunity to attend.

By signing this permission form I give my child permission to attend all field trips scheduled throughout the 2016-2017 school year. I understand that my child will be notified of any field trips and it will be his/her responsibility to get that information to me.

I understand that I will notify the school if at anytime I wish for my child not to attend a scheduled field trip.

**School Counseling Services**

At times throughout the school year individual and small group activities are offered as part of the School Counseling services at Walkerville Public School. These services are intended to help students express and understand their feelings, discover problem-solving strategies and identify support systems to help. As well as help students with their academic and career development. Contact Ashleigh Droste, Student Services Director/School Counselor with any questions or concerns you may have by either phone, (231) 873-4850, or email, adroste@walkerville.k12.mi.us.

I do not wish for my child to participate in individual or small group activities.

**Computer/Internet/Network Acceptable/Responsible Use Agreement and Internet Safety Policy**

As the parent and/or legal guardian of the above listed minor, I have read, (or have had read to me), the entire WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy. I understand the entire contents of this document. I agree to insure that the above listed minor will abide by the entire contents of the WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy to the best of my ability. I certify that the above listed information about the minor is correct. I hereby grant permission for the above listed minor to obtain a WPS account as indicated by my signature at the bottom of this page.

Please place an 'X' either of the following boxes only if they apply to you:

- If my child accidentally accesses inappropriate material on the Internet I would like to be informed no matter what the circumstances.
- My child may not have a Walkerville email address. (Students in grades PK-4 will not be give an email address.)

**By signing below, I acknowledge...**

- That I have received, read, and understand the 2016-2017 Student Handbook, which includes the Athletic Policy and the Computer/Internet/Network Acceptable/Responsible Use Agreement and Internet Safety Policy.
- That I give my son/daughter permission to go on field trips scheduled during the 2016-2017 school year.
- That I give permission for my son/daughter to participate in individual or small group activities.

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

Date \_\_\_\_\_

**Parent/Guardian:**

Would you like to have the school's daily announcements emailed to you? \_\_\_Yes \_\_\_No

Please provide your email address: \_\_\_\_\_

Do you have regular Internet access? \_\_\_Yes \_\_\_No

If yes, please indicate where you access the Internet:  At Home  At Work  Other

**This page is REQUIRED to be on file in the MS/HS office. Please complete and return this page ASAP!!**