

Muskegon Heights High School



2441 Sanford Street
Muskegon Heights, MI 49444
Office – 830-3700
Fax – 830-3534

2011 - 2012

Student Handbook

Kathryn J. Curry
Principal

Keith Guy
Assistant Principal
Athletic Director

Mascot: Tigers
Colors: Orange and Black
School Song:

**STUDENT/PARENT HANDBOOK 2011 - 12
FOR
MUSKEGON HEIGHTS HIGH SCHOOL**

Welcome to Muskegon Heights High School. All the members of our staff are pleased to have you here as a student and we will do our best to help you make your experience here productive and successful.

Kathryn J. Curry	Principal
Keith Guy	Assistant Principal & Athletic Director
Shawndra Sain	Guidance Counselor
Theresa Pittman	Athletic / School Secretary
Cannetha Collins	Counseling Secretary
Mary Mack	Principal's / School Secretary

Muskegon Heights High School
2441 Sanford Street
Muskegon Heights, Michigan 49444
(231) 830-3700

MUSKEGON HEIGHTS BOARD OF EDUCATION
2603 Leahy Street

Muskegon Heights, MI 49444
(231) 830-3200

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Mrs. Rosie Holmes	Executive Director of Curriculum & Instruction

MISSION STATEMENT

The Muskegon Heights High School Community will provide a learning atmosphere which promotes continuous improvement toward excellence in educational achievement. As lifelong learners, Muskegon Heights High School students will possess the positive behaviors and attitudes essential to successfully navigate through life.

MAIN TELEPHONE NUMBERS

Principal	830-3700	Assistant Principal	830-3730
Attendance	830-3700	Counseling	830-3703
Food Service	830-3644	Media Center	830-3720
Alternative Educ.	830-3350	Transportation	830-3223

INTRODUCTION

This student 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 content. Please take time to become familiar with the following information and keep it available for you and your parent's 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 Building Administrator.

The Muskegon Heights School District is committed to providing a safe and orderly learning environment that ensures the rights of each teacher to teach and each student to learn. As such, disruption of that learning process, including irregular attendance, will not be tolerated.

It is the District's policy to protect the rights described herein and those that may exist outside this document by providing procedural due process.

This handbook serves as a guide and is in no way an all inclusive statement of the rules, regulations, and philosophy of Muskegon Heights High School.

The Administration reserves the right to determine appropriate and acceptable actions, behavior, conduct, and dress. This may or may not allow for the necessity of adding or deleting elements of this handbook.

This handbook negates all prior handbooks and other written or oral statements regarding any item in this handbook.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Muskegon Heights Public School District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer at (231) 830-3209. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 working days. Under no circumstances will the District threaten to retaliate against anyone who raises or files a complaint.

WELCOME

Dear Students:

Welcome to Muskegon Heights High School. Our High School has a rich tradition of excellence in all aspects of its program, both curricular and extra-curricular. You will have the opportunity to become a very important part of the proud tradition. We extend a special welcome to freshmen as you begin your years in high school. We hope that this experience of beginning your adult-hood will be both challenging and rewarding.

We encourage each of you to fully participate in the many activities and experiences offered by the district. Many studies have shown that the best indicator of student success in high school is the degree of participation in the “extras” that the school provides. Students who achieve better grades tend to be more involved and are happier at school than most students who only attend during the regular school day. *Get Involved!*

The school community is committed to providing an academically stimulating, yet caring and nurturing environment; one that helps to develop the whole person. It is our goal that at the end of your educational experience as a Muskegon Heights Student, you will have developed the educational foundation, skills, and positive attitude necessary to become a productive and responsible citizen.

It is equally important that all of us work together to create a positive learning environment. We call on each student to exhibit good leadership qualities, conscientious decision making, and cooperation. The information in this handbook has been prepared to help you succeed at Muskegon Heights High School. Please remember that the administrators, counselors, teachers and support staff are all here to assist you in achieving your potential. Together let us strive to have a great year!

Sincerely,

*Board of Education Members
High School Faculty & Staff*

Welcome to Muskegon Heights High School

Dear Muskegon Heights High School Community:

As Principal, I look forward to a productive and successful school year. As we work toward continuous improvement, my main focus is the achievement and success of our students. There are many changes in programming and opportunities for students with the goal of creating individualized paths to meet the needs of ALL learners.

The Muskegon Heights community is rich in tradition, family, values, and school pride. It is my hope to blend tradition with new methods as we prepare our students for the future. Please join us in partnership to accomplish these goals.

I ask for your support in motivating students to attend school each day, complete daily assignments, follow the set rules, and represent our school and community in a positive manner. Remember: A High School diploma is a ticket to the future. I look forward to meeting each student at the finish line.....GRADUATION!

Thank-you for choosing Muskegon Heights Public Schools for your educational pursuit and specifically, Muskegon Heights High School.

Sincerely,

Kathryn J. Curry
Kathryn J. Curry
Principal

“Learning Today for a Better Tomorrow”

Student Enrollment Requirements For Muskegon Heights High School

The following requirements must be completed before a child can be enrolled in Muskegon Heights High School:

1. Parent or legal guardian must enroll new students. If someone other than the parent is the legal guardian of the child, the school must have proof of guardianship.
2. Official birth certificate with a raised seal.
3. Proof of residence. You must provide two of the following three:
 - Drivers License / State identification
 - Rental of lease receipt with your current address
 - Current utilities bill with your name and current address
4. Immunization / shot records up to date (no child can be enrolled if their immunizations are incomplete)
5. Students enrolling from another accredited school must have an official transcript from the previous school in order to receive credit from school.
6. Please inform school during registration if your child is in need of special education services. A 30-day placement form must be filled out at the Board of Education.

The parent/guardian is responsible for having all of the information that is needed for his/her child's enrollment in school.

A temporary enrollment may be permitted depending on the situation (secondary). If granted, the parents will be informed which records are needed and given sufficient time to make the enrollment complete.

Pupil Services will assist in obtaining the transcript, if not presented at the time of enrollment.

Thank you for your cooperation!

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ATTENDANCE

Students at Muskegon Heights High School are considered young adults and are treated as such. All students at MHHS are expected to be in school every day and on time. The responsibility for daily student attendance is with the parent/guardian and the student.

Students should realize that each absence or tardy is recorded and becomes a part of their permanent records. Students are responsible for making up any missed assignments during the time of their absence. College admission officers and employers place considerable emphasis on attendance records before deciding whether to admit a student to college or grant a student employment.

The active participation and interaction by students in the classroom is an essential part of the instructional process and may only be experienced through regular school attendance. Through the cooperative efforts of parents and the high school, it is hoped that each student will develop and maintain attendance habits and attitudes which will be essential to his/her present and future success.

Everyday is important in a student's education. Muskegon Heights Public School District is committed to educating its student's everyday. Therefore, it is vital that students be in attendance daily.

All students must attend a minimum of 90% of each class to receive credit. Each student is allowed a maximum of six (6) absences per class per semester.

School attendance is both necessary and the law. Students who are in violation of the State of Michigan compulsive Attendance Law may not be permitted to participate in certain school privileges.

Muskegon Heights Public School District has an attendance policy in place to help avoid negative consequences.

ATTENDANCE PROCEDURES

1. The **parent/guardian** is expected to contact the school attendance office before or during the first day of absence in order to report their child's absence. If the school day has passed without parent or guardian contact, absences are recorded as **"unexcused"**.
2. The school will **attempt** to notify parents when their son or daughter is absent from school. The notification will be by one of the following:
 - Telephone
 - Letter
 - School liaison

Process for Absence

- 1-2 missed classes Teacher will contact parent/guardian
- 3 missed classes Referral for attendance intervention –
This will be a conference with student,
Parents, teacher, and administration or
home visit with parent.
- 4-6 misses classes Repeat the above steps for continual absences

EXCUSABLE ABSENCE – MUST HAVE WRITTEN VERIFICATION AND BE SUBMITTED TO THE MAIN OFFICE

- School-related Activities
- Hospitalization
- Court or law related appearances
- Homebound status
- Youth home stays
- Suspensions
- Pre-approved absence (form may be obtained in the main office)

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours if possible. If a student finds it necessary to leave school, they should report first to the office.

EXCESSIVE ABSENCE POLICY (between 7-14 absences in a semester)

Students must make up teacher approved assignment, such as but limited to: extra projects, papers, and assignments at the teacher's discretion. (See course syllabus)

Students must continue working diligently in their classes. If the score earned on the final exam is a 75% or better, the student earns the right to have their grade calculated. If the final exam grade is lower, the student receives no credit for the class. Fifteen (15) or more unexcused absences in a semester automatically results in no credit regardless of the exam grade. Extenuating circumstance may allow a parent to appeal this with the principal after the exam has been taken.

LEAVE PERMIT FOR EARLY RELEASE

The office will call the parent for permission. Students will only be permitted to leave with parental consent.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State of Michigan.

PREARRANGED ABSENCE REQUEST

If a student is to be absent from school for an extended period of time for a family related matter, it is necessary to obtain permission in advance of the absence. The following procedures must be used:

1. A signed request from the parent or guardian must be presented to the main office five working days prior to the absence.
2. A slip will be issued to the student notifying his/her teachers of the pre-arranged absence. The teachers may add comment, expectations and home work assignments as they deem appropriate.
3. The form (with teachers comment) will then be signed by parents or guardians after the comments have been viewed.
4. The completed slip will be returned to the attendance office for final approval and release before the absence occurs.

MAKE-UP OF TEST, EXAMS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up missed assignments. The student should contact their classroom teachers as soon as possible to obtain the assignments.

- Make-up work due to suspension must be completed by the time the student returns to school.
- Make-up work due to excused absence must be completed based on mutual agreed time.

If a student misses a teacher's test or final exam due to an excused absence, she/he may make arrangements with the teacher to take the test. If she/he misses a High School MEAP Test or other standardized test, the student **MUST** consult with the building administrator or counselor to arrange to take the test. Per state law, all students must take the required grade level standardized exams.

ATHLETICS

Participation in athletics is a privilege offered to the students of Muskegon Heights High School. To be a Muskegon Heights High School athlete you must do more than make a team or participate in a contest. A high school athlete has to be dedicated, enjoy being challenged, and give 100% every day on and off the field. An athlete must strive to do well in the classroom and must maintain the academic requirements prescribed by the Michigan High School Athletic Association. The teachers, coaches, and administrators of Muskegon Heights High School are

committed to helping each athlete to be the best they can be. Each athlete must make the same commitment.

Athletic Message: As an athlete at Muskegon Heights High School, you will be held in high esteem by your peers and community. You will be expected to be a leader, to exhibit self-control, and self-discipline in all situations. You will need to develop a strong sense of character, and let this guide you as you face decisions in and out of athletic competition. When you wear the Orange and Black of Muskegon Heights High School, we expect you to assume the responsibilities that go with them. Keep in mind that many times during your years at Muskegon Heights High School, ***our*** school will be judged by ***your*** actions and attitudes.

The athletic program includes basketball, baseball, cheerleading, football, softball, track, and volleyball. All students participating in athletics shall be required to meet the school regulations and standards as outlined and distributed by the Muskegon Heights Board of Education.

PLEASE NOTE: The High school interscholastic athletic program is more competitive than participatory. Therefore, selection to a team does not ensure participation in each contest.

All students that wish to participate in the athletic program **MUST** receive a physical prior to start of practice of activity. Physical cards are available in the main office and are good for one year.

Requirements for Participation in Athletics and Extracurricular Activities

The building administrator shall be responsible for the enforcement relative to participation in extracurricular and athletic activities. The following activities are covered by this policy. All interscholastic athletic teams, student body and class officers, drama productions, cheerleading, pom-pom, and/or any other activity listed Appendix A of this policy. This includes music groups and any other special event or activity.

Academic Requirements

1. A student who wishes to participate must achieve at least a 2.0 grade point average on the last report card (quarter and/or semester grades) prior to the season or production period. If a report card is issued during a season or production period, a student must remain eligible in order to participate. Intra-district transfer students will be required to meet the Muskegon Heights City League eligibility requirements during their first quarter in the Muskegon Heights Public Schools.
 - a. Grade point average will be computed using all classes in which a student is enrolled.
 - b. Participants in sports listed in Appendix A under inter-scholastic athletics must pass 20 credits the previous semester and each week during the semester of participation.
 - c. A student must qualify on both a. and b. above.
 - d. Entering 9th graders are scholastically eligible.

2. Summer school credits will be averaged with second semester grades to determine eligibility. Physical education may be counted only once. Early college grades will also be computed as part of the grade point average.
3. An F will be given to a student who withdraws from or drops a class after one third of the semester. The "F" grade received from a dropped class will be averaged for eligibility purposes.

ELIGIBILITY APPEAL PROCEDURES

1. The principal, coaches, or his/her designee (s) of each high school student requesting an exception may appear before the committee. The student, his/her parents, and/or a representative may be present at the hearing to observe or present evidence to the committee. Deliberations and voting will take place after all parties concerned are excused from the hearing.
2. The District Committee shall meet and render a decision within five (5) working days after having received a written request for appeal. The student will receive a written notice of the result of the hearing. If an exception is granted, rationale for granting will be so stated, and a copy filed with the Superintendent.

All appeals will be processed by the Office of the Supervisor of Athletics and Student Activities.

3. The District Committee shall maintain a record of all such exceptions, and the Superintendent shall review and make periodic reports to the Board concerning them.

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach and approved by the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

BASIC RULES FOR SUCCESS
AT MUSKEGON HEIGHTS HIGH SCHOOL

Attend School / Classes on Time

Strive to do your best

Come to school properly attired and groomed

Come to class with the necessary materials

Respect and believe in yourself

Treat everybody with Dignity and Respect

Do not engage in or tolerate:

*Using put-downs, Threat or Profanity, Smoking, Fighting,
Gambling, Using Alcohol, Drugs, or Carry Weapons*

Respect and Obey:

Principals, Teachers, and all staff members

BUILDING / BELL SCHEDULE

The main office is open in the morning at 7:30 a.m. and closes at 4:00 p.m. Any student or group of students remaining in the building after 4:00 p.m., must be supervised by a member of the faculty. (NO EXCEPTIONS) Maintenance personnel may not assume this responsibility.

TIME SCHEDULES

1st Hour	7:55 a.m. - 8:56 a.m.
2 nd Hour	9:01 a.m. - 10:02 a.m.
3 rd Hour	10:07 a.m. - 11:09 a.m.
4 E Hour	11:14 a.m. - 12:16 p.m.
1 st Lunch	11:14 a.m. - 11:44 a.m.
4 L Hour	11:49 a.m. - 12:51 p.m.
2nd Lunch	12:21 p.m. - 12:51 p.m.
5 th Hour	12:56 p.m. - 1:58 p.m.
6 th Hour	2:03 p.m. - 3:05 p.m.

HALF DAY SCHEDULE

1st Hour	7:55 a.m. - 8:24 a.m.
2nd Hour	8:29 a.m. - 8:58 a.m.
3rd Hour	9:03 a.m. - 9:32 a.m.
4 th Hour	9:37 am - 10:06 a.m.
5 th Hour	10:11 a.m. - 10:40 a.m.
6 th Hour	10:45 a.m. - 11:15 a.m.

CAFETERIA

A well-balanced, prepared lunch is served each day in the school cafeteria on a non-profit basis. A hot lunch is available to all students in the Muskegon Heights High School District. Every full day school is in session and a breakfast is available everyday, including early release days of school. We utilize a debit card system that allows students to prepay for lunches in any amount and deducts the lunch price as it is used. All students must use their ID card to purchase a lunch. This is not a credit card system. Students are not allowed to charge. If a student loses their ID card, they must contact the main office for a replacement card. The cost for a replacement is \$5.00 per replacement incident.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$1.50. Ala carte items are also available. Students may bring their own lunch to school and can be eaten in the school's cafeteria. Breakfast is also available to all students at no cost.

To qualify for free or reduced price meals, the student must have an application on file with the Food Service Department. Applications must be completed yearly. If the student qualifies at the end of the school year, you have the first ten (10) days of the following school year to turn in a completed application. Applications are not active or valid until official notice has been sent to the family/student. The approval and notification process can normally be completed within 7-10 days. For further information on the school's free and reduced meal program please notify the Director Mrs. Arletha Banks at 830-3644.

CLOSED CAMPUS

Students are required to stay on high school grounds for the entire school day. Exceptions are for classes or events scheduled off campus. All students are required to have lunch on school grounds unless they have a scheduled class off campus during lunch. Students have the option of eating school prepared lunches or bringing a packed lunch from home. Pizza or other fast-food may not be delivered to a student during the school day. Students who leave the closed campus will result in disciplinary action. (The administration MAY offer seniors the privilege of having lunch off campus in the spring depending on student behavior).

CODE OF CONDUCT

This uniform code for Student conduct contains the rule and regulations necessary for maintaining a positive educational environment. The goal of discipline in schools is to assist students in learning and displaying self-discipline and control of their own behavior. Attainment of this goal depends on the good judgment and compassion of teachers, understanding and leadership by administrators, and the support of all parent/guardians within the community. Success is predicated on the belief that it will be openly communicated and implemented with consistency as a cooperative effort between parents, students, teachers, and administrators.

DISCIPLINARY INFORMATION

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Behavior	Probable Discipline Code		
	Discretionary	Suspend	Expel
1. <u>Use of Drugs</u> Distribution Possession Sale, Purchase Use		X X X X	X X X X
2. <u>Use of Tobacco</u> (of any type) Possession Use	X	X	X
3. Disorder / Demonstration		X	X
4. Possession of a weapon			X
5. Use of an object as a weapon		X	X
6. Possession of a Firearm			X
7. <u>Misuse of public/private property</u> Arson Burglary Larceny / Theft Malicious Mischief/Vandalism Computer Technology /Networks Trespassing	X	X X X X X X X	X X X X X X X
8. <u>Poor Citizenship</u> Robbery Explosives, fireworks, Chemical-reaction objects Language Violations of state laws, etc. Gambling	X X X	X X X X X	X X X X X
9. <u>Unsafe environment</u> Assault Verbal assault Extortion, blackmail, coercion Intimidation of/interference With school staff False alarms/report	X	X X X X X	X X X X X

10. Forgery, plagiarism, copy write Violation			X
11. Fighting		X	X
12. Trespassing	X	X	X
13. Disobedience	X	X	X
14. Unauthorized use of school or private property	X	X	X
15. Refusing to accept discipline	X	X	X
17. Possession of cell phones and Pagers	X	X	X
18. Violation of individual school Classroom rules	X	X	X
19. Violation of bus rules	X	X	X
20. Harassment	X	X	X
21. Identification	X	X	X
22. Obscenity and profanity	X	X	X
23. Poor classroom behavior	X	X	X
Disruption of class	X	X	X
Preparedness to class	X	X	X
Reporting to the office	X	X	X
24. Criminal Acts		X	X
25. Gang Related Behaviors	X	X	X

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the Administration and School's staff. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Use of Drugs

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. The sale, distribution, possession, or uses of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like.

Many drug abuse offenses are also felonies. The administration reserves the right to conduct a reasonable search of an individual and her/his personal belongings as well as, her/his locker or vehicle when there is reasonable cause of suspicion to believe the student is in possession of alcohol, a narcotic, marijuana or other controlled substance. A random drug search may also be conducted to protect the safety of others. This could include the use of dogs. Any substance confiscated will be given to the proper authorities and a referral made to that agency.

Case I - Where school officials have proof that a student has unlawfully distributed or sold any drug, marijuana, or other controlled substance, regardless of quantity or has distributed any alcoholic beverage, the Administration will recommend expulsion of the student.

Case II - Where school officials have found a student in possession of any drug, marijuana, or other controlled substance or alcohol beverage in a quantity suggesting more than personal use, the Administration will recommend expulsion of the student.

Case III - Where a student is in plain possession of any drug or marijuana, seeds, scraps, paraphernalia, pill, capsule, or other controlled substance or alcoholic beverages, where quantity suggests personal use, the Administration will suspend for a period of ten (10) days and place a student on probation. A second offense will result in a recommendation to the Board of Education for expulsion.

Case IV - Where school officials have reasonable cause to believe that a student has used a controlled substance, narcotic, marijuana or alcohol, 1) The administration will inform the parents. 2) The administration will suspend for a period of ten (10) days and place a student on probation. A second offense will result in a recommendation to the Board for expulsion. Use of Breath-Test Instruments - The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The use of breath-test instruments may also be used randomly during the school day or at any other school sponsored event.

2. Use of Tobacco

Muskegon Heights Public Schools maintains a smoke free/tobacco free environment at all times. Smoking and other tobacco uses such as chewing tobacco are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

3. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the building administrator to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

4. **Possession of a weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type instruments. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

5. **Use of an object as a weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

6. **Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

7. **Physically assaulting a person associated with the district.**

Physical assault on a staff member, student, or other person associated with the district which may or may not cause injury, may result in charges being filed and subject the student to suspension and/or expulsion.

8. **Verbally threatening a person associated with the district**

Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault. This also includes profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.

9. **Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

10. **Gambling**

Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved will be banned from that activity. Violations of this rule could result in suspension or expulsion.

11. **Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false identification cards are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

12. **False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

13. **Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

14. **Trespassing**

Muskegon Heights Schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the building administrator. Violations of this rule could result in legal action.

15. **Theft**

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning, without prior authorization from the building administrator. The School is not responsible for personal property. Theft may result in suspension or expulsion.

16. **Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

17. **Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

18. **Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school until a parent conference is held.

19. **Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

20. **Refusing to accept discipline**

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more severe action such as suspension or expulsion.

21. **Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

22. **Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

23. **Possession of electronic equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, pagers, cellular telephones, and similar equipment without the permission of building administrator. The property will be confiscated and disciplinary action will be taken. Violation of this rule could result in suspension or expulsion.

24. **Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules could result in suspension or expulsion.

25. **Violation of bus rules**

Please refer to Section V on transportation for bus rules.

26. **Disruption of the educational process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Violations of this rule could result in suspension or expulsion.

27. **Harassment**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment may take different forms, including but not limited to the following:

Sexual Harassment

The making of written or oral, sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

- **Nonverbal:**
Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment, or the making of sexually suggestive, or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- **Physical Contact:**
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse.

Gender / Ethnic/ Religious/ Disability Harassment

- **Verbal**
Oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

- **Nonverbal**
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- **Physical**
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes, that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps.

If the alleged harasser student, staff member, or other person associated with the District other than the student's Building Administrator, the affected student should as soon as possible after the incident, contact his/her building administrator.

If the alleged harasser is the student's Building Administrator, the affected student should as soon as possible after the incident, contact the office of Human Resources.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person (s) whom she/he believes to be responsible for the harassment and the nature of the harassing incidents (s). A complaint form is available in the office.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files an harassment complaint.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

DEFINITIONS OF DISCIPLINARY TERMS

1. **Staff-Student Conference**
The staff shall talk to the student regarding any concerns of misconduct. Student will be informed of the expected behavior in class and/or on school premises.
2. **Student-Parent Conference**
The student and parent (s) conference will occur in person. A copy of the conference results shall be kept in the staff's and student's file.

3. **Staff-Student-Parent-Administrator Conference**
A conference is held to plan for corrective action, counseling and referral to outside agencies when appropriate. Records of action taken shall be signed by all parties and maintained in the administrator's file and student's adjustment folder. If the parent/guardian refuses to participate in a conference, the building administrator or designee may impose disciplinary action within the appropriate class of Acts of Misconduct.

4. **Staff Intervention**
The following resources may be utilized by any professional staff member at any point in the disciplinary process:

a. Referral to a counselor, social worker, school psychologist, building team, social agency, student assistance worker, police department, Muskegon County Public Safety Officer, Muskegon County Department of Social Services, Muskegon County Prosecutor's Office, or the Muskegon County Juvenile Court-Crisis Intervention Program.

5. **Student Success Center**
The Student Success Center provides an alternative to suspension for minor disciplinary infractions.

1. Students will be assigned to the Student Success Center (SSC) for corrective behavior, and will be supervised while completing assignments. Students will receive partial credit for all assignments completed, including tests and exams.

2. Students may be assigned detention for issues related to attendance, tardiness, and minor conduct (behavior) infractions.

Students may be assigned SSC to serve all or part of a class period or school day depending upon the circumstances causing the detention assignment.

A student not reporting to an assigned detention will be rescheduled and serve detention equal to twice the original assignment.

3. Students who are removed from the SSC for continued disruption or refusal to follow instruction, will result in an out-of-school suspension.

SSC assignment takes precedence over all other activities!

STUDENT SUCCESS CENTER RULES ARE AS FOLLOWS:

- Report immediately and remain through the entire assigned SSC time.
- Stay seated at his/her assigned seat/table.

- Do not talk with others.
- Complete assigned work for the entire period (homework, reading, etc.).
- Do not leave the assigned area (room).

TARDY POLICY

Students who are chronically tardy will receive a referral for tardy intervention.

A student is tardy if they are not inside the door of the classroom before the bell sounds. Three tardies in one class equals one absence.

PROCESS FOR TARDINESS

- 1 -9 tardies Teacher will contact parent or guardian and a detention needs to be Served per tardy.
- 10 or more Referral for intervention

6. **Out-of-School Suspension**

Students that are suspended from school will not be allowed to attend school or any school-related activities for the period of the suspension. Students may be considered as trespassing if present on any school property during the period of suspension.

7. **Temporary Suspension**

When applicable, a student may be suspended from school until such time a conference can be initiated between the building principal, the student, and the student's parents or legal guardian. A student may be suspended from school for one (1) day or a maximum of ten (10) school days. When applicable, a student may be suspended from school pending disposition of a recommendation of expulsion.

8. **Student Expulsion (Weapons in School)**

The law provides for the expulsion of any public school student who is found in possession a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches long, pocket knife opened by a mechanical device, iron bar or brass knuckles) in a school building or on school grounds, or who commits rape or arson in a school building or on school grounds.

Expulsion is mandatory unless the student can demonstrate, by clear and convincing evidence, that:

1. They did not knowingly possess the weapon;
2. They did not possess the object for use or delivery as a weapon;
3. They did not know the object was a weapon;

Act No. 328 requires that children specified who are in the fifth grade or lower be expelled for at least 90 school days. Children specified who are in sixth grade or above are to be expelled for at least 180 school days.

9. **Student Appeal Conference**

Following that conference, a student may:

- a. be recommended for expulsion
- b. be allowed to continue at the school the student is attending
- c. be reassigned to an alternative school
- d. be subject to other disciplinary actions which may be appropriate

10. **Police Notification**

A criminal incident report is filed with the police department. Action is recorded in the student's folder. Police shall make determination as to whether arrest is warranted. Building Administrator or designee has the discretion whether to sign a complaint for offenses that do not warrant arrest.

11. **Arrest**

A complaint is filed with the police by the school.

12. **Corporal Punishment**

Corporal Punishment is defined as: the deliberate infliction of pain by any means upon the whole or any part of a student's body as a penalty or punishment for a student's offense. Corporal punishment is not permitted in the Muskegon Heights Public Schools District.

13. **Off Campus Events**

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

14. **Conduct Off School Premises**

Conduct on or off school premises that adversely affects the school climate or that has a direct and immediate adverse effect on the discipline or general welfare of the school and/or its students is prohibited. Students who are found in violation of this rule will be subject to disciplinary action as outlined in the Uniform Discipline Code of Misconduct.

15. **Bus Conduct**

When students step aboard a Muskegon Heights Public Schools bus, they are considered a part of an "extended classroom." Students are subject to all rules, rights, and responsibilities of the Discipline Code for Student conduct, in addition to the specific rules for health and safety while on the bus.

COMMUNICATION BETWEEN HOME AND SCHOOL

It is vital that communication between the school and the parent/guardian remain timely and informative. Parent(s)/Guardian(s) who call the school as prescribed by the attendance policy save time and ensure that their son's/daughter's re-admittance to class the next day is smooth and efficient. Also, becoming familiar with school district policies and procedures by attending parent meetings and reading the materials sent home for your information will also promote good communication.

COMMUNICATION DEVICES

Cell Phones and electronic devices can be defined as any device with an on/off switch (cell phones, mp3 players, iPods, pagers, cd players, headphones, psps, etc) – Cell phones and electronic devices cannot be seen or heard.

- 1st offense –the device is taken away for 1 day and must be picked up by a parent
- 2nd offense - the student is suspended for 2 days. A parent may pick up the device anytime after the suspension.
- 3rd offense – the student is suspended for 2 days and the device is taken away for 4 weeks or until the end of the semester (which ever is longer)

Any electronic devices that are seen or heard during the school day will be confiscated. Students may have them in their locker but must not be seen or heard. After the school day, they may be used in the hallways or outside of school.

Office telephones 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.

Telephones are available in designated areas of the school for students to use when necessary. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

COMMUNITY ENRICHMENT

Opportunities for community service should be separate from regular extracurricular activities such as: athletics, band, choir, etc. Eligible activities may include (but are not limited to) reading to children in the elementary grades, tutoring, mentoring younger children, service learning, Meals on Wheels, Hospice, hospital volunteer, Habitat for Humanity, or participating in activities that encourage middle school children to prepare for college. Other activities may include volunteer work through organizations such as local United Way agencies, AmeriCorps, Faith-based organization, or other recognized local volunteer organizations.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & 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 building administrator or designee has the authority to remove a student who has been ill or has been exposed to a communicable disease or highly-transient pest (such as lice), ringworm, pink eye, tetanus, scabies, etc.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health department. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

The Board of Education of Muskegon Heights Public Schools recognizes its responsibility to minimize the spread of contagious diseases among students and staff. The Muskegon Heights Public Schools District will therefore, work cooperatively with the Muskegon County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control, and containment of communicable disease in the school.

In the case of non-casual-contact of a communicable disease, the School 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.

DIRECTORY INFORMATION NOTIFICATION

Unless notified to the contrary by parent(s)/guardian(s), Muskegon Heights High School High School will make available upon a legitimate request the following directory information: A student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, grade point average, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

In addition, pictures or videos of your child may be taken while at school. These pictures and videos may be printed or broadcast.

DRESS AND GROOMING

We believe that the student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Standards for dress which clearly express the health and safety of students will be addressed. Forms of student dress are acceptable as long as they are neat clean, and are not considered distracting from the process of education. Because individuals or groups (such as band member, athletes or cheerleaders) are representing the school, the school reserves the right to defend its policies for these groups.

The following rules for student dress have been developed, but are not limited to:

1. Footwear is required at all times (house shoes or shower shoes prohibited).
2. Profanity or vulgar suggestions printed on clothing is prohibited.
3. Clothing suggesting illegal substance abuse is prohibited.
4. Hats are not permitted during school hours or brought to class (hoods included).
5. Sagging pants prohibited.
6. Mutilated clothing is not permissible.
7. Conspicuously thin garments cannot be worn.
8. All shorts, skirts, and dresses must be no more than three (3) inches above the knee.
9. No strapless, spaghetti strap, or one-strap shirts.
10. No shirts that expose the underarm or midriff (belly).
11. No shirts or other garments low-cut
12. No clothing that exposes undergarments (bras or under shorts).
13. No sunglasses to be worn or brought to class.
14. Do-rags, bandannas, and scarves cannot be worn during school hours.
15. Picks or combs cannot be worn in the hair.

Students who are representing Muskegon Heights Public Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

DUAL ENROLLMENT PROCESS & PROCEDURES

Effective April 1, 1996, Public Act 160 created the Postsecondary Options Act which encourages school districts to assist eligible students in participating in “Dual Enrollment. This program gives Juniors and Seniors the opportunity to attend both high school and college classes concurrently. The following is the criteria for participation in dual enrollment:

1. A student must have achieved junior or senior status.
2. A student must have passed all MEAP-HS exams (math, communication arts, social studies and science).

EMERGENCY CLOSINGS AND DELAYS

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

WZZM TV 13 and WOTV Wood TV 8

In the event of school closing, parents and students are responsible for verifying emergency closings and delays.

ENGLISH LANGUAGE PROFICIENCY

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. NO student may participate in any school-sponsored trip without written parental consent or consent of the Principal.

Students shall be held responsible for compliance with rules set forth for their conduct. Infractions of the rules will be subject to the same disciplinary measures applicable during the regular school programs and hours.

FIRE 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 students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

GRADES

Muskegon Heights High School students receive academic grades that reflect classroom Achievement using the following grade point system:

Grade	Achievement Level	Points
A	Superior	4.0 pts.
B	Above Average	3.0 pts.
C	Average	2.0 pts.
D	Minimum	1.0 pts.
F	Unacceptable	0.0 pts.
I	Incomplete	0.0 pts.

Grade Point Average

To calculate an academic grade point average (G.P.A.), add the weighted point values of all courses together and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $5 \times \frac{1}{2}$. Then add this to the other grades earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Beginning in the fall of 2010 Muskegon Heights High School will change to semesters. The semester format will allow us to provide scheduling options for students at all levels.

GRADES 9-12 COMPREHENSIVE GUIDANCE PROGRAM

Counselor:

Mrs. S. Sain (A –Z)

Mrs. Collins, Administrative Assistant

MUSKEGON HEIGHTS HIGH SCHOOL GRADES 9 – 12 COMPREHENSIVE GUIDANCE PROGRAM

Mission Statement: The Muskegon Heights High School Guidance Program provides a quality developmental comprehensive guidance program, which assists all students to become productive, responsible citizens. All students will acquire skills in the following areas:

- Knowledge of Self and Others
- Healthy Lifestyles
- Academic Excellence
- Life Skills through Career Development

Program Definition: The Muskegon Heights High School Guidance Program is a comprehensive program based on individual, school, and community needs. The program includes the following components:

1. **Guidance Curriculum:** Structured, developmental experiences presented through classroom and group activities
2. **Individual Planning:** Activities that help students plan, monitor, and manage their own learning opportunities as well as their personal and career development.
3. **Responsive Services:** Activities that meet the immediate needs and concerns of students including counseling, consultation, referral, or information.
4. **Systems Support:** Management activities that establish, maintain, and enhance the total guidance and counseling program such as professional development, staff and community relation, teacher consultation, and community committees.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year and second semester. The schedule is based upon the student's needs and available class space.

Any changes in a student's schedule should be handled through the counseling office. It is important to note that some courses may be denied because of lack of space or the need to take prerequisites. Students are expected to follow their schedules. (Any changes made to a student's schedule should be approved by a guidance counselor).

Guidance and Counseling Services offered:

- | | |
|--|--|
| 1. EDP – Planning High School Classes | 2. Decision Making Skills |
| 3. Career Awareness and Exploration | 4. Interest Inventories |
| 5. Study Skills | 6. Test Taking Skills |
| 7. Testing Program | 8. Substance Abuse Program |
| 9. Peer Pressure Resistance Skills | 10. Job Preparation/Employability Skills |
| 11. Job Shadowing | 12. Conflict Resolution |
| 13. Post-high School Transition | 14. College Preparation |
| 15. College Financial Aid Program Scholarships | 16. Crisis Counseling |
| 17. Referral to Human Resource Agencies | |

DROPPING AND ADDING COURSES

Courses may be dropped or added only to correct deficiencies, to correct obvious errors in placement, or to assure sufficient credits for graduation. Sign up to see your counselor to discuss changes. Your counselor will send for you when they are available. Students may not wait in the counseling office area unless you have a pass.

HOMEBOUND INSTRUCTION PROGRAM

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a licensed physician to practice in this State, parent, student, or other caregiver. A physician must:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement;
- C. request such instruction;
- D. present evidence of the student's ability to participate in an educational program;

Applications must be approved by the Superintendent.

The District shall recommend that the instruction begin within three (3) days from the date of notification for non special-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification order to arrange for a meeting of and I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician.

Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to withhold homebound instruction when:

A. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.

B. A parent or other adult in authority is not at home with the student during the hours of instruction.

C. The condition of the student is such as to preclude his/her benefit from such instruction.

HOMEWORK

The assignment of homework is a necessary component of the educational process. Student grades will reflect the completion of all work, including outside assignments. Homework is assigned for practice/mastery of coursework and to enhance learning. It is also a part of the student's preparation for the High School standardized tests and graduation. Homework will **NOT** be used for disciplinary reasons.

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 the State law. Any questions about immunizations or waivers should be directed to the school secretaries.

INJURY AND ILLNESS

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

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

LOCKERS

School owned corridor lockers and P.E. lockers are offered for student use. Each student is responsible for keeping the locker clean (inside and out). Keep lockers locked at all times, and clean and free of food and drink. Personal locks and stickers are not permitted. Once you receive a locker, it is assigned to you for the year and recorded in the office.

The school administration reserves the right to search and remove overdue books, as well as restricted and illegal items found when there is reasonable suspicion to believe they were being housed improperly in the locker.

It is wise to avoid leaving money or valuables in your locker. Do not give your locker combination to anyone else. Avoid sharing your locker regardless of the reason. There are enough lockers for everyone.

LOST AND FOUND

The lost and found is located in the main office. If you find an item, bring it to the main office. Students who have lost items should check there and may retrieve their item(s) if they give a proper description. It is best to inquire several times.

MEDICATION

All students that are on prescribed medication are to advise the office staff. Medicine should be stored by and issued by a school administrator.

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

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. This form is available in the Main Office.

Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent. This should be arranged in advance. A two to four (2 - 4) week supply of medication is recommended.

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

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

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

Many children with asthma are taught to carry their own medication (example: metered-dose inhalers) and to self-administer as part of their doctor-prescribed treatment regimen. Schools need to honor the parental request and doctor's written instructions that allow a child to carry and self-medicate.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non- school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Building administrator. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. School rules will still 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. No non district-sponsored organization may use the name of the school or school mascot.

• ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the building administrator. A minimum of twenty (24) hours notice is required to ensure that the building administrator has the opportunity to review the announcement or posting. The school has a central bulletin board located in the office and or hallway may be used for posting notices after receiving permission from the building administrator.

PARENT RESPONSIBILITIES

It is the responsibility of the parent to:

1. In the best interest of the student, work with the school on disciplinary matters.
2. Review and discuss the Student Code of Conduct with the child.

3. Assume responsibility for the child's compliance with attendance rules and procedures.
4. Recognize the authority of the teacher in the classroom.
5. Instill in the student respect for the law, including the rights of others.
6. Attend all requested parent-teacher conferences.
7. Cooperate with the school in enforcing the Student Code of Conduct.
8. **Supply office with current phone number and address.** (work phone numbers are acceptable)

PARENT RIGHTS

The parent has the right to:

1. Receive a copy of the Student Code of Conduct.
2. Have access to a report of the child's excessive tardies and absences.
3. Attend by appointment a conference with the teacher, counselor, and/or principal.
4. Receive notification of any disciplinary action taken regarding the child.
5. Suggest alternatives or offer options when appropriate.

PRINCIPAL RESPONSIBILITIES

It is the responsibility of the principal to:

1. Use professional ethics in relationships with staff, students, parents and the community.
2. Work with staff to establish rules which comply with the Student Code of Conduct that will ensure a safe and orderly learning environment.
3. Communicate the Student Code of Conduct and school rules to students, parents, and staff.
4. Enforce the Student Code of Conduct and school rules.
5. Notify parents or guardians of infractions of the Student Code of Conduct and subsequent disciplinary action.

6. Involve the teacher and auxiliary staff and when appropriate, other agencies when helping parents and students to identify and seek resolutions to behavior problems.
7. Ensure all students the right to procedural due process.
8. Be accessible to students, parents, and staff in matters related to the Student Code of Conduct.

PRINCIPAL RIGHTS

The principal has the right to:

1. Search lockers whenever there is reasonable cause.
2. Be free from physical or verbal threats while carrying out administrative duties.
3. Sign a police complaint for any violation of his/her person or property.
4. Have any complaint registered against him/her brought to his/her attention immediately.

The Muskegon Heights School District and its employees are responsible for enforcing the Student Code of Conduct in the same spirit and manner throughout the District. Enforcement will comply with Michigan Public Act 6 of 1992 and all other applicable statutes regarding suspension and expulsion of general education/special education students.

The primary purpose of this section of the Student Code of Conduct is to outline the standards and structure necessary to ensure a safe and orderly learning environment. Any student committing an act of misconduct not listed in this section will, nevertheless, be subject to the discretionary authority of the principal or a designee.

In enforcing the Student Code of Conduct, school district employees will consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited, to the following factors:

- Age, health, maturity and academic placement
- Prior conduct
- Attitude of student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the School.

They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the building administrator prior to coming to the school.

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 a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a 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 if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary. 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, which have been confiscated.

SPECIAL EDUCATION

Muskegon Heights Public Schools provides a variety of special education programs for students identified all having a disability defined 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 a school administrator.

AMERICANS WITH DISABILITIES ACT

The American's with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of disability. This protection applies not just to students, but to all individuals.

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 Special Services Department at (231) 830-3214.

STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Muskegon Heights High School provides students the opportunity to broaden their learning through curricular related activities. A curricular-related activity can be for credit, required for a particular course, and/or contain school subject matter. 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 the school. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, music and others.

All students are permitted to participate in the activities of their choice and MUST meet the 2.0 GPA and attendance eligibility requirements.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

The following general rules will apply to all fund-raisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the group's advisor.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Administration. Violation of this may lead to disciplinary action.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policies.

Unless exempted, each student will be expected to pass the appropriate High School standardized tests and exams. They will be given once a year, but not more than twice a year. Students may retake those parts of the test that they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

During the fall and spring of each year the following tests are administered: MEAP, ACT, CAT, PSAT and & National Merit Scholarship Test.

KEY TESTING DATES

ACT TEST

Test Dates

Test Date	Regular Deadline	Late Fee Required
September 10, 2010	August 6, 2010	August 7 – 29, 2010
October 23, 2010	September 17, 2010	Sept 18 – Oct 1, 2010
December 11, 2010	November 5, 2010	November 6-19, 2010
February 12, 2011	January 7, 2011	January 8-21, 2011
April 9, 2011	March 4, 2011	March 5-18, 2011
June 11, 2011	May 6, 2011	May 7-20, 2011

MEAP

October 21st – 28th (9th grade only)
MME – March 2012 (11th & 12th only)
IOWA – March 2012 (9th & 10 only)

MEAP MERIT AWARD REQUIREMENT OF COMMUNITY SERVICE BY THE MICHIGAN STATE BOARD OF EDUCATION

All students wishing to compete for and be eligible for a Michigan Merit Award shall participate in a volunteer community service project for at least 40 clock hours before graduation from high school. Any community service that the students may have already completed during his/her high school career is considered eligible.

STUDENT FEES, FINES AND CHARGES

Muskegon Heights High School has a \$10.00 book deposit for all students that are new to the district. Fees may be waived in situations where there is a financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly, their use may be needed by others. Failure to pay fines, fees, or charges will result in the withholding of grades, credits and diplomas.

STUDENT RECORDS

Student records are kept by teachers, counselors, and the administrative staff. There are two basic kinds of records: directory information and confidential records.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the Building Administrator/Pupil Services, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

STUDENT RESPONSIBILITIES AND RIGHTS

STUDENT RESPONSIBILITIES

Responsible behavior by each student is the only way in which the rights can be preserved. Violation of some of these responsibilities may lead, in accordance with the Code of conduct, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society.

Students have a responsibility to:

1. Attend school on-time regularly and make every effort to achieve in all areas of their education;
2. Be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. Follow school regulations regarding entering and leaving the classroom and school building;
4. Help maintain a school environment free of weapons, illegal drugs, controlled substances, and alcohol;
5. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. Share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. Respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;

8. Show respect for school property and respect the property of others, both private and public;
9. Be polite, courteous, and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, and refrain from making slurs based on these criteria;
10. Behave in a polite, truthful, and cooperative manner toward students, teachers and other school staff;
11. Promote good human relations and build bridges of understanding among the members of the school community;
12. Use non-confrontational methods to resolve conflicts;

STUDENT RIGHTS

The student has the right to:

1. Receive a copy of the Student Code of Conduct.
2. Procedural due process in disciplinary actions taken by the administration.
3. Make up class work after an excused absence or suspension.
4. Have his/her rights respected by all school staff members and other students.
5. Privacy in personal possessions (subject to searches when there are reasonable grounds).
6. Learn within a climate free of disorder or disruption.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the School office.

TEACHER RESPONSIBILITIES

It is the responsibility of the teacher to:

1. Use professional ethics in relationships with students, parents, community, and other school personnel.
2. Inform parents about the behavior of their children as it applies to the Student Code of Conduct.
3. Inform parents and the attendance office of excessive tardiness and absences.
4. Work with auxiliary staff to deal with and seek resolutions to specific behavior problems.
5. Know and enforce school rules courteously and consistently, dealing with misconduct quickly and firmly.
7. Contribute to the development of civic responsibility.
8. Review and discuss the Student Code of Conduct with students whenever necessary.

TEACHERS RIGHTS

The teacher has the right to:

1. Be present at any disciplinary conference concerning serious classroom disruption.
2. Be free from any physical or verbal threats while teaching and carrying out other school related duties.
3. Sign a police complaint for any violation of his/her person or property.
4. Have any complaint registered against him/she brought to his/her attention immediately.
5. Have all guarantees cited in the agreement between the Muskegon Heights Board of Education and the Muskegon Heights Education Association.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Muskegon Heights Public Schools, the parent must notify the Building Administrator. Transfer will be authorized only after the student has completed the requirements of returning all school materials, and paying any fees or fines that are due. School records may be not released if the transfer is not properly completed. Parents are encouraged to contact building administrators or designees for specific details.

TRANSPORTATION

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;

- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal, from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

Self Transportation to School

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so.

VISITORS

Visitors, particularly parents, are welcome at any school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school building to obtain a pass. Any visitor found within the building without a pass will be reported to the building administrator. If a person wishes to confer with a member of the staff, she/he should call for an appointment to meet with the staff member.

Students may not bring visitors to school without first obtaining written permission from the Building Administrator.

WITHDRAWAL FROM SCHOOL

No student under the age of 16 will be allowed to withdraw from school in accordance with the Compensatory Attendance Law and any exceptions must be in accordance with the state law and consultation with the Superintendent/Designee.