

Durand Area High School

9575 E. Monroe Rd. Durand MI 48429

(989) 288-2684



Student Handbook

2026-2027

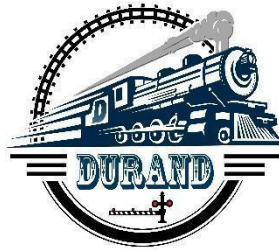
"Durand Area Schools is a model district where students want to be."



The State of Michigan required Covid-19 guidelines for Durand Area Schools will supersede the contents of this handbook for the 2025-2026 school year.

The mission of Durand High School is to maximize quality learning opportunities that foster both academic excellence and social responsibility.

Durand Area High School Student Handbook **2026-2027**



Durand School Song

Cheer, Cheer for old Durand High;
Shake all the thunder down from the sky;
While our classes cheer on high;
Shake all the thunder down from the sky;
Whether the odds be great or small;
Old Durand High will win over all;
While our loyal sons are marching onward to victory.

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Adopted by the Board of Education June, 2025.

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NOTE

This Student/Parent Handbook is based in a significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact the school principal, secretary, or access the document on the District's website at <http://durand.k12.mi.us/schools/highschool/> by clicking on "Student Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.

Foreword

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board Policies and procedures. This handbook contains important information. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board policies. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Durand Area High School Mission Statement

The mission of Durand High School is to maximize quality learning opportunities that foster both academic excellence and social responsibility.

Belief Statements

- ☐ We believe in striving for excellence.
- ☐ We believe that respect and honesty are expected.
- ☐ We believe that ethical behavior is essential.
- ☐ We believe communication is a cornerstone for building successful relationships.
- ☐ We believe in fostering a positive collaboration between families, schools, and our communities.
- ☐ We believe in encouraging achievement in curricular and extracurricular activities.
- ☐ We believe responsibility and integrity are the foundation of being a responsible citizen.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Superintendent's Office listed below:

The Office of the Superintendent
310 Saginaw St.
Durand, MI. 48429
(989) 288-2681

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260B. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Superintendent's Office can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

Durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- ☐ Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- ☐ Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;

- Providing for the proper health, safety, and well-being for their child.

The District is committed to communicating to parents at a level and in a language they can understand, where practicable.

The District shall develop a Parental Involvement Plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Parental Involvement Plan for the District (with building/program specific goals as desired) shall include, but not be limited to, the following strategies:

- Provide child's individual assessment results, reading results, progress reports, report cards, and parent conferences.
- Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- Post PTA/PTO meetings and parent involvement meetings on the District website and via-e-mail.
- Maintain a consistent District wide effort to communicate regularly with parents.
- Distribute periodic newsletters informing parents of upcoming District events and curriculum being taught.
- Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- Establish after school academic clubs to provide students additional opportunities to develop skills.
- Have students perform at various functions throughout the community.
- Encourage parents to serve as chaperones for class field trips and other school activities.
- Hold an annual recognition event for parents and volunteers who have helped throughout the year.
- Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions.
- Place current and accurate announcements on the school's marquee, website, and social media.

Relations with Parents

The District encourages parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the District, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the District encourages parents to support their child's career in school by:

- Participating in school functions, organizations and committees;
- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;

- Supporting or enforcing consequences for their child's willful misbehavior in school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

Daily Schedule

1 st Hour	7:30 – 8:30
2 nd Hour	8:35 – 9:35
3 rd Hour	9:40 – 10:40
Lunch	10:40 – 11:05
4 th Hour	11:10 – 12:10
5 th Hour	12:15 – 1:15
6 th Hour	1:20 – 2:20

Half-Day Schedule

1 st Hour	7:30 – 8:00
2 nd Hour	8:05 – 8:35
3 rd Hour	8:40 – 9:10
4 th Hour	9:15 – 9:45
5 th Hour	9:50 – 10:20
6 th Hour	10:25 – 10:55

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff and all others around them. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on how to access grades and progress via PowerSchool on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn, and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their counselor or building administrator. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a shared responsibility between all students and staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills as well as accident reporting procedures.

Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

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 to go to the office. An appropriate adult in 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.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because a licensed physician deems the student physically or emotionally disabled.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Building administration will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the McKinney-Vento District Liaison for Homeless Children with regard to enrollment procedures.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the student's counselor. Students may be denied course enrollment due to a lack of

available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved through a counselor.

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

EARLY PICK-UP

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, or a person whose signature is on file in the school office, a phone call by a parent to office personnel granting permission to leave, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the district, the parent must notify the principal. Transfer 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 high school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary 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. Any questions about immunizations or waivers should be directed to the building principal.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

- a. Medication shall be brought to school by the parent.
- b. 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.
- E. 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 a school year.
- F. 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.
- G. 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 instructions and the parent's written permission release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS

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

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

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if all three of the following conditions are met:

- There is written approval from the student's physician or other health care provider & the student or parent/guardian (if student is under eighteen) to possess and use the inhaler (Form 5330 F1c); and
- The building administrator has received a copy of the written approvals from the physician and the parent/guardian; and
- There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

See Board Policy 5330 Use of Medication for more information.

CONTROL OF CASUAL-CONTACT 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 ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODILY FLUIDS

All school staff should be aware of the risks involved when exposed to and dealing with bodily fluids. It must be assumed that all bodily fluids are potentially infectious and by following procedures for universal infection control the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious bodily fluids occur, even if contaminants have dried. Certain pathogens (e.g. HCV) remain viable for extended periods in dried blood.

The following steps will be adhered to in the event a staff member or student has potentially been exposed to bodily fluids.

1. Exposure Determination
2. Inoculation
3. Precautions
4. Post Exposure Evaluation and Follow-up
5. Medical and Training Records

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal at 989-288-2684 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and the instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the office at 989-288-2684 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its **employee's employees** shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

District Policy 8330 can be found at <http://www.neola.com/durand-mi/>

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at <http://www.neola.com/durand-mi/>.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

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

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

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

- ☐ Political affiliations or beliefs of the student or his/her parents;
- ☐ Mental or psychological problems of the student or his/her family;
- ☐ Sex behavior or attitudes;
- ☐ Illegal, anti-social, self-incriminating or demeaning behavior;
- ☐ Critical appraisals of other individuals with whom respondents have close family relationships;
- ☐ Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- ☐ Religious practices, affiliations, or beliefs of the student or his/her parents; or
- ☐ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

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

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

The Durand Area Schools charge specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Please contact the office for current activity and program offerings.

Fees may be waived in situations where there is financial hardship.

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

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the food service director.

The school participates in the National School Lunch Program and makes lunches available to students. A la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Durand High School has a closed campus at all times, including lunch. Students are not allowed to leave campus for lunch.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the food service director.

FIRE, LOCK DOWN AND TORNADO 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. The alarm signal for fire drills consists of a ringing bell and flashing lights.

Fire: Each room in the building has a predetermined route for emergency exit and all students must acquaint themselves with exit procedures. Upon hearing the fire alarm, all students will proceed immediately in an orderly manner out the prescribed exit, and remain in a group, at least 300 feet from the building. The teacher will be the last to leave the building, being sure that doors and windows are closed. The teacher will bring class book and immediately take roll of the class. All students will remain under the direct control of the classroom teacher. All students will return to their classes when the regular class bell or "all clear" is sounded or signaled. A drill will occur a minimum of five (5) times each school year.

Tornado Watch: A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the High School will continue normal activities but move physical education activities indoors. The building administration will be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect. A drill will occur a minimum of two (2) times each school year.

Tornado Warning: A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall close all classroom windows and doors and proceed with all students to the pre-designated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of his/her designated area unless his/her parent/guardian comes to the school and requests that the student be released. A student is to be released only to his/her parents/guardians.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consist of school wide announcement specifying the tornado. Two (2) tornado drills will be conducted each school year.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a school wide announcement specifying the lock down.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations.

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

School Messenger

In the event of a school closing, the school's emergency call out system will go into effect and call all students. The School Messenger system is also used to communicate events, activities, and important information to all households throughout the school year.

The following media resources will also be utilized to communicate with parents and students:

Television	TV 12
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PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

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, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

LOST AND FOUND

The lost and found area is in the office. 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.

STUDENT SALES

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

ADVERTISING OUTSIDE ACTIVITIES

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

HOMELESSNESS

According to the McKinney-Vento Federal Law, students who are classified homeless cannot be held from enrolling in school. Homelessness is classified by the following situations:

- ☐ Unaccompanied Minor: The student is no longer living with their parents or guardians
- ☐ Doubled-Up: The student, along with their parents or guardians, is living with additional family members due to economical strains.
- ☐ Transitional Housing: The student is living in a shelter that is not meant for permanent residence (i.e. hotel, RV, or shelter).

If the student is in need of additional services they should contact the district's homeless liaison at 989-288-8721.

HOMECOMING

Homecoming festivities are sponsored by the Student Government in cooperation with the athletic and music departments. A pep assembly will be held during the week. The homecoming committee will determine when the king and queen will be announced and crowned. The Homecoming dance may be held following the football game or the next evening and may conclude at 10:00 pm.

No non-district sponsored organization may use the name of the school or school mascot.

DANCES

Any class or school organization that sponsors a dance is to follow these rules:

The organization sponsor will always be in attendance unless there is an emergency.

At least one additional teacher and one administrator or designee shall be in attendance at all times.

All school dances are closed. Students will not be allowed to enter dances without a student I.D. DHS students (9th - 12th grades) who wish to bring a guest from another school must complete a Guest Pass one week prior to the event. Students bringing a guest to a dance are responsible for their guest's behavior.

Guests who attend dances must be students, grade 9 and above, and under the age of 21. A guest pass must be completed prior to the event. Doors will be locked approximately ½ hour after the start of the dance, with admittance closed at that time. **Guests who are 18 years of age or older and are NOT currently high school students must complete a volunteer form in addition to the guest pass.**

Once a student leaves the building, they will not be allowed to return.

High School Dances may conclude at 10:00 pm.

BACKPACKS, BLANKETS, FLAGS & STUFFED ANIMALS

Backpacks, blankets (including The Comfy and other brands), and stuffed animals are not allowed in the classrooms. They are to be kept in lockers. This also includes technology bags, duffel bags or any other large bag.

LOCKERS

Lockers are school district property and may be inspected by school officials. The lockers are to be free of individual locks. Combinations are available in the office. The student has the responsibility for locker contents and must keep it tidy. Students are not allowed to share lockers. Your locker is your responsibility. If someone writes on your locker, it is your responsibility. If your locker becomes scraped, scratched, written on, etc., it is your responsibility to contact the office. Lockers must be cleared of all contents immediately following the last final exam. The school district is not responsible for any contents remaining in the lockers following the last exam.

FOOD/DRINK

Food and Drink are allowed in the cafeteria only. Teachers have the option whether to allow bottled water in the classroom.

EMERGENCY CARDS

Emergency cards will be filled out and signed by a parent or legal guardian. All information must be accurate prior to the first day of school. It will be the student's and/or parent's responsibility to keep all information up-to-date.

FUNDRAISING

The sale of tickets, food, beverage or merchandise by student groups in school activities may occur only when all of the following conditions are fulfilled.

1. The sale or promotion will be under the control of a school-related organization and the school advisor.
2. Profits are used to enhance school programs by providing money for expenditures not currently funded by the school.
3. Approval is obtained from the high school principal or his/her designee. All funds received as gifts and/or from solicitations must be immediately deposited with the school advisor or treasurer, and all expenditures from a class treasury must be approved by a school advisor.

CHILD ABUSE AND NEGLECT POLICY

In compliance with Board of Education policy and State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect. The child may suffer from physical abuse and neglect, sexual abuse, and/or emotional maltreatment. Physical abuse is the non-accidental, physical injury of a child; physical neglect is the failure to provide proper parental care, support medical attention, and education for a child; sexual abuse is any indecent sexual activity in the family; and emotional maltreatment is failure to provide warmth, attention, supervision, and/or normal living experiences for a child.

All suspected cases are to be reported even if documentation is not available. The law provides protection for the reporting staff member. Professional staff members may report directly to the Family Independence Agency. Support staff members are to report to the principal or his/her supervisor.

If a staff member is suspected of abuse, his/her supervisor should be notified immediately and the matter kept in strict confidence by the reporting person. The supervisor shall follow the District's due-process procedures for dealing with an employee's real or alleged violation of any law or District policy. This procedure does not negate the requirement for the reporting person to report the suspected abuse to the proper agency.

SECTION II – ACADEMICS

DURAND AREA HIGH SCHOOL

4-YEAR Educational Employment Development Plan

<i>Freshman Year (9th)</i>	<i>Sophomore Year (10th)</i>	<i>Junior Year (11th)</i>	<i>Senior Year (12th)</i>
English I	English II	English III	English / Elective
Math (level dependent on math skills)	Math (level dependent on math skills)	Math (level dependent on math skills)	Math (level dependent on math skills)
Biology or Zoology	Environmental Science	Physics or Chemistry	Elective / Elective
Geography / World History	U.S. History I / U.S. History II	Government / Economics	Elective / Elective
Physical Education/Elective	Elective/Elective	Elective/Elective	Elective / Elective
Health / Elective	Elective / Elective	Elective / Elective	Elective / Elective

**Online Experience (1 credit) will be integrated in course work.*

**Class of 2028 and beyond will also be required to complete .5 credit of personal finance in addition to the courses outlined in the chart above.*

For a complete list and explanation of course offered at Durand Area High School, please visit:

https://hs.durand.k12.mi.us/apps/pages/index.jsp?uREC_ID=1188963&type=d&pREC_ID=1432523

GUIDANCE COUNSELOR and ACADEMIC & STUDENT SERVICES COORDINATOR

Counselor:

Mr. Dallas

9th – 12th All Students

(989) 288-8743

Academic & Student Services Coordinator:

Mrs. Karma Chandler

(989) 288-8721

The best times to see the Counselor or our Services Coordinator are before or after school, or during lunch. If they are unavailable at the time, there will be a sign-up sheet on their door.

It is the responsibility of the counselor to counsel students with academic, social and/or emotional problems. The Counselor and our Student Services Coordinator help students select a program of study, to give vocational guidance, to provide information regarding colleges, trade or technical schools and financial aid opportunities.

Visits with admissions officers from Colleges, Trade Schools & Armed Forces recruiters will be scheduled through the counseling offices. An Armed Forces Day will be planned & the ASVAB test will be administered.

The purpose of the guidance program is to help students make the most of their educational opportunities. Your counselor has information regarding the Armed Services, Interest Inventories, ACT, SAT and PSAT testing as well as Career Pathways.

Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Schedule Changes

Every effort will be made to have the student's schedule in order on the first day of school. If changes must be made, they will be done only under extreme circumstances, using the following guidelines:

1. Incomplete schedules
2. Duplication of current classes
3. Courses in incorrect sequences
4. Senior lacking graduation requirements
5. Repeat classes as needed

Schedule changes after the first week of the semester will be reviewed on a case-by-case basis by the student's counselor and must have the approval of an administrator.

Retaking Classes

Students who choose to retake a class for a better grade are only permitted to do so for classes in which they received a "C+" or lower. The re-take will count as an elective credit toward graduation.

Student Transfers

Students transferring from non-accredited schools, specialized schools, correspondence schools or home-based schools will receive credits and/or letter grades based on the following criteria:

- ☐ If the curricula are comparable, credit & letter grades earned at the previous school will be granted.
- ☐ If the curricula are not comparable, the student will be given a comprehensive examination and/or assessment on the curriculum for which the student is seeking credit.
 - If the performance is satisfactory, the student will be granted credit toward graduation, but will receive no letter grade.
 - If the performance is unsatisfactory, the student will not receive credit. To receive credit for that

- curriculum the student will be required to take course work at an accredited high school.

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 co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Durand 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 acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. 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 work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Each semester is 18 weeks long. The class work of the student will account for 80% of the student's course grade, 40% for each marking period in the semester, and the remaining 20% of the course grade will be determined by the grade percent earned on the final assessment in each class.

GRADE POINT AVERAGE

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

GRADING PERIODS

Students shall receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

If a student appears to be at risk of failure, the following options can be taken:

- ☐ Parent/student monitoring of PowerSchool
- ☐ Attendance at ZAP (zeros aren't permitted)
- ☐ Teacher contact with student/parent
- ☐ NHS tutoring
- ☐ Counseling services

FINAL GPA/RANKING/HONORS

A senior earning a cumulative grade point of 3.000 -3.499 will be recognized as graduating with Honors and will receive a cord; a senior earning a cumulative grade point average of 3.500 – 3.749 will graduate with High Honors and will also receive a cord and scholarship pin; a senior earning a cumulative grade point average of 3.75 – 4.0+ will graduate with Highest Honors and will receive a stole and a Highest Honor pin. Students who earn a GPA of 4.0 or higher will also receive an Academic Excellence pin. Scholastic ranking will be based upon cumulative GPA at the end of the *first semester* averaging all grades obtained in grades 9-12. After receiving his or her award, seniors must pass all courses in the second semester to be allowed to wear the items at graduation. A student's final transcript will reflect all grades and GPA earned at the conclusion of the senior year.

GPA Scale

		B+	3.3	C+	2.3	D+	1.3		
A	4.0	B	3.0	C	2.0	D	1.0	F	0.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

Top Ten

Durand High School does not release or publish a student's scholastic ranking for any purpose other than college admissions on a student's transcript. This ranking is purely based on the students' GPA. The determination of students in the "Top Ten" for release to media sources is determined by utilizing either a student's SAT (or ACT) score and his or her grade point average. To be eligible for Top Ten a student must have enrolled in Durand High School prior to the start of their junior year. The student must also be eligible to graduate with highest honors.

Grade Point (4.0 Scale) x 250 =

ACT Score x 27.778 =

OR

SAT / 1.6 =

Grade Point Total + ACT Total =

OR

Grade Point Total + SAT Total =

In most cases the SAT score will be used within the calculation. The reasoning behind this is that all students must take the SAT as juniors, where the ACT is not a required assessment.

*Beginning with the Class of 2017 SAT scores will be used to calculate Top Ten

Advanced Placement Course Grading Scale

Students earning credit for an Advanced Placement will receive a grade point score based on a 5-point scale.

PROMOTION, PLACEMENT, AND RETENTION

Promotion – A student has completed all curriculum standards to advance to the next grade.

Placement – A student may be recommended for placement when he/she has not met all the grade level curriculum standards for the present grade, but is being placed in the next grade by Parent and Teacher Request. Parent/Teacher/Principal must meet to discuss this prior to the end of May.

Retention – A student may be recommended for retention by the teacher, parent, and Child Study Team. A meeting must be held with the principal, parent, teacher, and members of the Child Study Team prior to the end of May.

Retention

8th Grade students must meet the following requirements to advance into the 9th grade:

- ☐ Pass all core subject areas (math, English, social studies, and science) throughout the 8th grade year.
- ☐ Receive a 1 (advanced), 2 (proficient), or 3 (partially proficient) on their 8th grade MEAP scores in the areas of Math and ELA.
In the event that an 8th grade student does not meet the above requirements they may complete the following options:
- ☐ Attend summer school to pass the required course or courses that were not successfully completed.
- ☐ Attend summer school for remedial courses in the area of math and ELA if proper scores were not achieved.

In some cases, a staffing may need to occur to evaluate where the 8th grade student is having difficulty and to analyze what assistance may be necessary for them to advance.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Students have the opportunity to earn 6 credits per academic year. In order for students to be on track to graduate in four years, they must accumulate the following number of credits assigned to their year of graduation.

Class of 2023 and beyond – 24 credits possible, 22 required for graduation

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may ~~be exempted from~~ **take an alternative to** the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at <http://www.neola.com/durand-mi/> or in the administrative building office. Additionally, Students must complete all **state-mandated** components of the Michigan Merit Exam (or MIAccess if that is deemed the appropriate for the pupil).

Specific course requirements and credits are:

Subject	Course Name	Credits Required
English		
	English I	1.00
	English II	1.00
	English III	1.00
	4 th year Elective English	1.00
Total English Credits		4.00
Math		
	Algebra I	1.00
	Geometry	1.00
	Algebra II	1.00
	4 th year Math/Elective Math	1.00
Total Math Credits		4.00
Science		
	Biology or Zoology	1.00
	Environmental Science/Natural Resources	1.00
	Chemistry or Physics	1.00
Total Science Credits	,	3.00
Social Studies		
	World Geography	0.50
	World History	0.50
	US History I	0.50
	US History II	0.50
	Economics	0.50
	Government	0.50
Total Social Studies Credits		3.00
Physical Education		
	P.E. I	0.50
	Health	0.50
Total Physical Education Credits		1.00
Total Visual, Performing, and Applied Arts (VPAA)	Electives	1.00
Total World Language	Spanish or online world language	2.00

Required number of credits to graduate will be determined by what Class the student is a part of.		
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**Class of 2028 and beyond will also be required to complete .5 credit of personal finance in addition to the courses outlined in the chart above.*

- Students must meet the Michigan Merit Curriculum which includes an On-Line Experience as well as Visual, Performing Applied Arts credits. The students' required online learning experience is met through the courses required for graduation and/or through dual enrollment or online electives. These credits may be met through the above requirements or through elective courses.
- Classes from the Industrial Arts, Life Management, Agribusiness and Business Departments as well as Vocational Shared Time classes will be accepted as Vocational Education credits. Art, Band and Vocal Music will be accepted as Fine Arts credits.
- Students can substitute one credit of the two year foreign language requirement with the completion of a CTE program or an additional visual/performing arts course.

****The final half credit of English must be taken during a student's final year of high school.**

School Board Requirements

Students must meet the credit requirements of their Class to graduate.

PERSONAL CURRICULUM

The State of Michigan recognizes that some students may need accommodations to the Michigan Merit Curriculum in order to complete high school. If your student is in need of a personal curriculum or PC you must submit a request to the high school principal's office. When considering a personal curriculum for your son or daughter please understand that the MMC law requires the following:

- The PC may be requested by school staff or parent.
- The PC may not be needed if the MMC for the student can be addressed with other reasonable arrangements.
- When needed, the PC is written by a group of knowledgeable people that includes the parent and school staff.
- The PC must adhere to the MMC content standards as much as is possible for the student.
- The PC may exceed the requirements of the MMC.
- The PC may contain some special provisions for students with documented disabilities.
- A PC may be needed when a student transfers into a Michigan public high school from a nonpublic school, or from an out-of-state school.
- The PC may be adjusted during the course of the student's high school education using the same process, as appropriate.

Please note that a student who has received a PC from Durand Area Schools may not receive the same high school diploma as a student who has completed the MMC. The Durand Area Board of Education may decide to award a certificate of completion based on the recommendation of the PC committee. All students will be evaluated on an individual basis.

EARLY GRADUATION

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The Board may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

Students who have successfully met all graduation requirements after the end of the first semester may appeal to the Board of Education for early graduation. A written request must be submitted to the principal no later than September 30 of their senior year.
See Board Policy 5464

FAILURE OF REQUIRED CREDITS

Required credits must be initially taken at Durand Area High School. If a student does not complete the course successfully, they will be scheduled to repeat that course as soon as possible. Any credits taken outside of Durand Area High School must be approved by administration prior to enrollment in that course. A maximum of one credit may be completed outside of Durand Area High School each year grades 9 -11 and up to two credits in grade 12 to give students a reasonable opportunity for success and to ensure graduation. Students that feel they have special circumstances will have their situation evaluated on a case by case basis by the administration.

Online Credit Recovery: In the event that a student does not pass a course there is an option for online credit recovery. During the school year students may sign-up for credit recovery at no cost by taking the Academic Guidance course or by attending Durand Online Academic Center (DOAC).. Please contact your school counselor for more information.

Please note that there are limited numbers of seats allotted each semester and an application does not necessarily mean that a student was accepted. High priority seniors will always take precedence over underclassmen. Also, typically students who have failed multiple courses will also take precedent over those who have not.

EIGHTH GRADE ACADEMICS

High School Credits

8th Graders are allowed to take Algebra I, Geometry, Spanish I, and English I for high school credit. In order to take these courses, the 8th grade student must meet the following requirements:

- ☐ Receive a one (1) or advanced on his or her 7th grade M-Step in the desired area of math or ELA.
- ☐ Have passed all classes their 7th grade year.
- ☐ Obtained a written letter of recommendation from his or her 7th grade teacher in the desired area of math or ELA
- ☐ Fill out the appropriate forms and have them turned into the principal's office by April 1st of their 7th grade year.

When an 8th grader takes a course for high school credit, he or she may only receive a pass or fail for the class and not a grade that will impact GPA.

DUAL ENROLLMENT OPTIONS

The State School Code and State Aid Act allow qualified students to take post-secondary courses. In order to be eligible the following criteria must be met:

Eligible Students: Student eligibility to participate in dual enrollment is a local decision that should include multiple sources of information about whether or not the student is ready for post-secondary educational experience. In terms of academic readiness, student eligibility for enrollment should be informed by student performance on one or more of the assessments listed below:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
Explore	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
Compass	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing	41
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing Skills	Writing	500
	Mathematics	Mathematics	500
ACCUPLACER	Reading Comprehension	Reading	TBD
	Sentence Skills	Writing	TBD
	Mathematics	Mathematics	TBD

Eligible Courses: Courses not offered by the school or courses not available to the student due to scheduling conflicts beyond the student's control. Courses cannot be in the subject area of hobby craft, recreation, physical education, theology, divinity, or religious education.

Credit: Eligible students may enroll in post-secondary courses for high school credit, post-secondary credit, or both. The student must designate which type of credit they desire at the time of enrollment and shall notify both the high school and postsecondary institution of that designation.

State Law requires that all school districts pay a student's tuition and mandatory course fees, including technology fees, material fees, registration fees and any late fees charged by the postsecondary institution. Eligible students enrolling in a postsecondary course for high school credit only shall have the cost of required textbooks paid for by the school district. Eligible charges do not include transportation, parking costs or most activity fees. Under the law, the amount of tuition and fee support shall not exceed either of the following:

- ☐ The total amount of the tuition and fees for the course(s)
- ☐ The statewide pupil-weighted average foundation allowance, adjusted for the portion of the school year that the student attends the postsecondary institution.

EXAMPLE:

The statewide weighted-average foundation for the fiscal year 2012-13 is \$7209 which equates to \$3605 per semester. If the high school has a 6-hour day, each hour would equate to \$601 per course ($\$3605 / 6$). Therefore the local district would be responsible for the actual charge for tuition and fees for the college courses up to the amount of \$601.00 or the actual amount charged by the postsecondary institution, **whichever is less.**

The law further states the eligible student shall repay the school district any funds that were expended by the school district for the courses that are not refunded to the school district by the eligible postsecondary institution if the student fails to complete the course. Failure to repay the school district may result in sanctions against the student as determined by district policy.

A parent may at any time enroll and pay for their child to take a college course. However, to enroll, a student will need to meet the entrance requirements of the postsecondary institution. The issue of having the student receive high school credit for the course is up to the discretion of the district and should be coordinated directly with the student's school.

The students' school may require reasonable verification of attendance at the post-secondary course(s). The student must attend their high school classes whenever Durand Area Schools is in session, even if the college is closed.

ONLINE LEARNING PROGRAM

In addition to regular classroom-based instruction, students may earn credit through online courses.

Michigan state law requires that students be allowed to choose a limited number of online courses from the state catalog if certain criteria are met. The intent of these courses is to provide a greater number of diverse course offerings to students. Online course offerings are best suited to students who are good at working independently, keeping themselves on-task, meeting deadlines, and using technology. Online courses are taught by teachers who are not employed by Durand Area Schools and who students will not speak to/interact with in person or on a daily basis. A DHS mentor teacher will be assigned to students taking online classes. The function of a mentor is to periodically check on a student's progress in the course, but this mentor will not be teaching the content of the course. To be eligible for online courses, students must complete an application by the semester deadline and meet the following criteria:

- ☐ The student has passed any online class taken in the same subject area.
- ☐ The student needs the credit for the requested course.
- ☐ The course can generate an academic credit.
- ☐ The course is consistent with remaining graduation requirements/career interests.

- The student possesses the prior knowledge/skills to be successful in the course.
- The course is of sufficient quality or rigor.
- Some examples of courses that can be taken online are Advanced Placement courses, World Languages, Sociology, Native American History, Probability and Statistics, Astronomy, and British Literature. For a complete listing of courses available visit www.mivu.org.

SHIAWASSEE COUNTY EARLY COLLEGE

The Shiawassee Early College Program (SECP) is a three to five year program that allows students to receive both their high school diploma and up to 62 semester college credits through an additional fifth year of high school.

Students participating in the SECP attend high school while earning college credits through our College/University partners. The program is designed so that after the 12th grade of high school, the student will continue to attend high school/college for an additional year while earning college credits at no cost to the student or his/her family. All tuition fees and books will be paid for by the SECP.

See your counselor for more details.

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. Recognition for such activities is initiated by the staff and coordinated by the principal.

Academic Honors

Academic Achievement will be recognized by meeting these qualifications:

- Sophomore 3.3+ GPA through 1 full year
- Junior 3.3+ GPA through 2 full years
- Senior 3.3+ GPA through 3 full years
- First Year Award Academic Letter
- Second Year Award Honors Pin
- Third Year Award Academic Lamp Pin

Upon graduation, seniors who have earned a GPA of 3.0-3.29 will receive honor cords, but do not meet the requirements for academic honors.

National Honor Society

The National Honor Society is an organization which recognizes sophomores, juniors, and seniors who have high standards of service, leadership, character and an overall GPA of 3.5 or better. Membership is meaningful and is a strong reference of a student's character. Colleges recognize membership as an indicator of probable success in higher education. For further information about the National Honor Society, please contact the advisor.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement is agreed to when signing the handbook form.

See Board Policy 7540.03 <http://www.neola.com/durand-mi/>

ACCEPTABLE USE AND SAFETY POLICY

The purpose of this document is to establish parameters for access and use of all district technology by Durand Area Schools' students. District technology includes, but is not limited to, computer equipment, software, printers, the network, the Internet, television, videocassette recorders, and printers.

1. The use of district technology is intended for educational purposes only, as defined by Durand Area Schools.
2. The use of technology is a privilege and not a right. Those abusing the privilege may lose it regardless of impact that such a decision would have on one's grade.
3. Students should have no expectation of privacy or confidentiality in any files sent, received, or stored on district media. Durand Area Schools may, at any time, review the subject, content, and appropriateness of any and all electronic data stored or transmitted over its network.
4. The recreational use of technological equipment by students is strictly prohibited. Recreational use includes but is not limited to such things as playing games and streaming movies.
5. Students are prohibited from entering chat rooms and using email or instant messaging services unless they have received permission from their teacher to do so and such use promotes the educational goals of Durand Area Schools.
6. Students will not access, create, or pass along material that is unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable.
7. Students are only to use technology as instructed and as intended.
8. Students are responsible for the correct use and care of the technological equipment they are assigned to use. Students are not to use technological equipment that they have not been properly trained on.
9. Prior to use, students must inspect whatever technological equipment they work on and immediately report any damage or vandalism to equipment or furniture to their teacher or adult supervisor. Failure to comply with this rule may result in being held responsible for damage not inflicted by the student him or herself.
10. If when working on technological equipment, something breaks or fails to work properly, the student must report the breakage or error to his or her teacher immediately.
11. There is absolutely no eating or drinking (even water) around technological equipment.
12. Students may only log onto computers under their login name, and they must log off of the machine when they are done using it. Students may not use another student's login to log onto a computer. The only exception to this rule is when a staff member logs the student on under a generic user account.
13. Students may not share their computer passwords with anybody. They must follow reasonable safeguards in creating passwords and safeguarding them. Students will be held responsible for any wrongdoing committed under their user login.
14. Students will not "explore," access, alter, or in any way tamper with system, security, network, or program files. Such activity is considered "hacking" by Durand Area Schools.
15. Students are not to download, install, or copy programs or system files onto the computer or copy or delete system or program files off of the network or individual computers.
16. Students may only use the network to access their "home" or otherwise specifically assigned shared directories. Any attempt to access other directories, files or folders will be considered "hacking" by Durand Area Schools.
17. Even though Durand Area Schools Internet connection is filtered, there is no guarantee that Internet users will not encounter objectionable material while working on the Internet. If this ever happens, users are to immediately leave the Internet site and then report the incident to a teacher,

- administrator, or other responsible adult.
18. Users may not use Durand Area Schools' technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.
 19. Users are prohibited from the malicious use of technology. Students may not use technology to disrupt the use of technology by others, to harass, to discriminate against, to defame, or otherwise embarrass others.
 20. Students violating the acceptable use policy will face disciplinary action up to and including:
 - ☐ Retraining
 - ☐ Detention
 - ☐ Referral to the principal
 - ☐ Suspension
 - ☐ Loss of computer (or other technological equipment) privileges
 - ☐ Removal from technology classrooms
 - ☐ Reimbursement to Durand Area Schools for costs incurred as a result of vandalism or carelessness
 - ☐ Referral to the appropriate law enforcement authorities
 21. Students may also fail technology courses they are enrolled in as a result of losing computer privileges. There is no obligation or expectation that a technology teacher will create alternative lessons or assessments for students who have had their technology privileges pulled.
 22. Durand Area Schools does not warrant the functions of district technology. The district does not warrant the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted. The district will not be liable for any direct or indirect, incidental, or consequential damages including lost data, information, or time sustained or incurred in connection with the use, operation, or inability to use the system.

STUDENT ASSESSMENT

Michigan Merit Exam

Michigan Student Test of Educational Progress includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT Plus Writing, **WorkKeys WIN Work Readiness Assessment**, and M-STEP summative in English language arts, mathematics, science, and social studies. Students must complete all **state-mandated** components of the Michigan Merit Exam (or MIAccess if that is deemed the appropriate for the pupil) in order to be eligible for graduation.

SAT

Students in the Class of 2025 and later will take the **new** digital SAT. The new SAT is the anchor of the SAT Suite of Assessments. Tightly aligned with the PSAT/NMSQT, PSAT 10, and PSAT 8/9, it provides a powerful connection to college and career readiness. Students who take any test in the SAT Suite will receive personalized SAT study resources based on their results. This Khan Academy practice experience will be adaptive and tailored to meet each student's individual needs. Parents and students should watch school newsletters and the local press for announced testing times. Please refer to individual building calendars for a complete listing of dates for State mandated tests and other standardized tests.

Classroom Assessments

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Testing Out of Classes

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course

earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

If a student "tests out" of a course, his/her transcript will reflect a grade of "Pass". This credit counts toward fulfillment of subject or course sequence requirements as well as completion of the number of credits required for graduation. The student will not receive credit for any course that is lower in the department course sequence than the one tested out of. Testing out applications must be directed to the counseling office, testing out exam periods will be held in August prior to the first day of school and during each regularly scheduled exam period throughout the year. Questions may be directed to the counseling staff with regards to materials and departmental requirements for testing out of a course.

See Board Policy 5460

Other Assessments

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Guidance Office. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

ACADEMIC PROGRAMS AND ASSISTANCE

PowerSchool Parent Portal

Parents may access their students' grades and attendance at any time through the PowerSchool Parent Portal. The website to access this information is <https://ps.durand.k12.mi.us/public> or click on the logo located at the Durand Area Schools' website. Username and passwords are listed on each student's schedule and will be available upon request in the high school office for both parents and students.

Zeros Aren't Permitted (ZAP)

ZAP is an after-school tutoring program that typically takes place every Monday and Thursday after school from 2:25 until 3:25. ZAP is available to any student and is supervised by at least two teachers. Teachers may "ZAP" a student when they are missing assignments. A teacher may strongly recommend a student attend ZAP, but attendance is not mandatory.

Academic Interventionist/Early Warning Intervention and Monitoring System (EWIMS)

Our academic interventionist will use EWIMS to identify at-risk students based on grades, attendance, and behavior. After identifying students, appropriate interventions will be used to assist students and monitor their progress. Multi-Tiered Systems of Support (MTSS) is used to provide three tiers of support, including Tier 1 Universal Support, Tier 2 Targeted Support, and Tier 3 Intensive Support as appropriate. Positive Behavioral Interventions and Supports (PBIS) is an additional framework used to maintain and improve student behavior specifically.

NCAA Requirements

Students who wish to play sports in college must register with the NCAA and have their transcripts evaluated. Division I and II schools have strong academic requirements. See your counselor for an application and list of approved courses.

Division 1 Requirements (16 credits from)

4 years of English
3 years of mathematics (Algebra I or higher)
2 years of natural/physical science
1 year of additional English, math or science
2 years of social studies
4 years of additional core courses (from any area listed above, or from foreign language, religion or philosophy)

Division 2 Requirements (14 credits from)

3 years of English
2 years of math (algebra 1 or higher)
2 years of natural or physical science
2 extra years of English, math or natural or physical science
2 years of social science
3 years of extra core courses (from any category above, or foreign language, religion or philosophy)

Individual with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact a school administrator or your student's guidance counselor to inquire about evaluation procedures and programs.

Virtual Learner

Virtual Learner is a program that provides online courses for students who are homebound. In order to be eligible for this program, a student must have a documented reason as to why they cannot attend school. If a student is in need of this program please feel free to contact a school administrator for more information.

GENERAL ACADEMIC POLICIES

Final Exams

Every student, unless they meet exam exempt criteria listed below, will take a final exam or final assessment during the last week of each semester. All students who are enrolled in Advanced Placement course(s) must take the DHS Advanced Placement midterm and exam. Additionally, students may not exempt from Dual Enrollment or Michigan Virtual exams.

- Seniors that have passed all phases of the MME Test at a Level 1 or 2 are earning at least a B average for that class will be exempt from the Final Exam.
- If a student has two or fewer verified absences (ALL absences count, except school activities) in a class for the semester **and** earned a semester average of 83% or better in that class, the student has the option to be exam exempt from that class. A student may be exempt for up to two semester exams. Students must apply to be exempt by filling out the form in the office.
- If a student has nine or fewer verified absences (ALL absences count, except school activities) in a class for the semester **and** earned a semester average of 90% or better in that class, the student has the option to be exam exempt from that class. A student may be exempt for up to three semester exams. Students must apply to be exempt by filling out the form in the office.
- Students can only earn their exam exemption based on one policy and may not combine policies.

If a student is absent on any of the established exam days, a phone call from the parent must be received on or before the scheduled exam to explain the circumstance. If the student does not have a legitimate excuse (as determined by administration) the exam grade will be a "0". Students with legitimate excuses must make arrangements with the teacher to take the exam at another time. The exam must be completed within three (3) days of the students return to school. If the exam is not completed within that time, the

student's exam grade will be a "0".

Report Cards

Each student will receive a report card at the end of each marking period and the conclusion of each semester. Every effort will be made to ensure all report cards are delivered in a timely manner. It is crucial that your contact information and email address is kept current in the office. Please call the office if you need to change your address during the year.

Progress Reports

In addition to the marking period report cards, if a parent wishes to receive more frequent reports they should contact their student's counselor or sign up for weekly updates through PowerSchool. For additional PowerSchool information please contact the office.

Academic Review Procedure

For any student that wishes to appeal a grade in a course at Durand Area High School, the following steps will be administered:

1. A letter of appeal written to the building principal stating the course, grade and reason(s) the appeal should be considered.
2. The building principal will facilitate a meeting between the teacher, student and parent/guardian upon receipt of the appeal.
3. In the event an acceptable resolution is not reached, a committee of four (4) staff members and the building principal will hear the appeal to make a recommendation to resolve the situation.
4. If an acceptable resolution is still not reached the appeal will then go to the office of the superintendent. Again a recommendation will be made to resolve the situation.
5. If no acceptable resolution is found, the appeal will be proceed to the board of education for a final hearing. A final recommendation to resolve the situation will be made.

It is important for any person wishing to appeal a grade in a course to note that student grades are ultimately determined by the classroom teacher and upon each recommendation; the teacher will decide whether or not the recommendation is acceptable.

Academic Dishonesty

Academic dishonesty includes, but is not limited to, the act of using the work, or giving of answers to another person to enhance or receive credit on any form of academic work. This may occur inside or outside of the classroom. Teachers will communicate homework, class-work and testing expectations, rules and consequences. Failure of students to adhere to teacher expectations will be considered a violation. Examples of cheating/dishonesty include but are not limited to:

- Copying answers from worksheets
- Copying a daily assignment
- Giving another student a worksheet/paper/test to use
- Calling out an answer in class
- Copying from another's test
- Talking during a test
- Unauthorized use of "cheat sheets"
- Attaching answers to various parts of your body or objects
- Looking over the shoulder of another student during a test/quiz/assignment
- Knowingly permitting another student to copy from your paper or test
- Dishonesty on a test, quiz or exam
- Communicating with any electronic device or other instruments
- Sabotaging or interfering with a project or work of another student

Plagiarism includes, but is not limited to, the copying of all or a portion of another person's work and passing it off as his or her own work. Examples include:

- Cutting and pasting
- Copying from internet sources (spark notes or other web sites)

- Copying from any type of book or magazine or any published information (cliff notes, encyclopedia, etc.)
- Failure to cite another's ideas or words
- Work previously submitted by another

Self-Plagiarism: Students may not use their own work more than once unless discussed with a teacher.

Consequences for Academic Dishonesty:

These consequences pertain to each individual class.

- **1st Offense:** A grade of zero on the assignment, test, quiz, project, etc. and parent/teacher/student conference to discuss dishonesty. The incident is to be written up by the teacher with a disciplinary referral to the office.
- **2nd Offense:** The student will lose semester credit for the class. A referral will be completed by the teacher and sent to the office. Parents will be notified of the incident and consequences. After a student has lost semester credit for academic dishonesty in a class, they are still expected to attend class and follow all classroom rules and procedures. Students that disrupt class will be referred to the office and may receive disciplinary action including, but not limited to suspension, or expulsion per Board of Education discipline hearing.

Review of Instructional Materials/Activities

Parents have the right to review any instructional materials being used in the school. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments. 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 must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Textbooks and School Issued Materials

Books and materials (i.e. books on disc, calculators, etc.) are expensive and funds to buy them are limited. Books must be covered at all times. Students are also expected to make sure their textbooks are free of excessive papers and other supplies that will force the binding apart. Failure to keep textbooks covered or free of excessive papers/supplies may result in a fine to repair or replace the book.

Materials Age	Replacement Cost		Rebinding	
0-3 years	100%		Books	\$10.00
4-6 years	75%		Paperbacks	Cost of the Book
7-10 years	50%			

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Durand Area Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member.

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, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Organizations and their advisors active in Durand Area High School this year are:

CLUB	GRADES	ADVISOR
Art Club	9-12	Justin Shankster
Drama Club	9-12	Phil Partlo
Future Farmers of America (FFA)	9-12	Torey Birchmeier
Junior High FFA	8	Beth Wilson
FCCLA	9-12	TBD
Junior High FCCLA	8	TBD
National Honor Society (NHS)	11-12	Annette Johnson
Youth Advisory Committee	9-12	TBD
FCA	9-12	TBD
Spanish Club	9-12	Karma Chandler
Student Government	9-12	Chelsea Schaub
Freshman Class	9	TBD
Sophomore Class	10	Deborah Tester Nicole Carpenter
Junior Class	11	Nicole Bowman Deborah Tester
Senior Class	12	Chelsea Schaub Nicole Bowman
F.I.R.S.T. Robotics	9-12	TBD Eric Helland

Students are encouraged to participate in the various clubs and organizations available for entertainment and enlightenment. The faculty and Student Government welcome suggestions from the student body for promoting the established activities and chartering others brought to their attention by students having a common interest.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that 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. All 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.

ATHLETICS

Durand Area Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information contact the Athletic Office at 989-288-6735.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Michigan Sports Concussion Law Public Acts 342 & 343

The above laws become effective June 30, 2013, and require all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intra-mural and out-of-season camps or clinics. You may wish to share this information with others in your school district and youth sports groups in your community.

It should be understood that for MHSAA sports, the existing rules meeting completion requirement and concussion removal and return-to-play protocols, first begun in 2010, remain in effect. This includes that each school shall designate the person who shall evaluate suspected concussions. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of an MD or DO. This is more stringent than the new law and must be followed for MHSAA competition and practices. Not adhering to this protocol results in ineligibility of the student and forfeiture of contests.

Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH) michigan.gov/sports/concussion.

Below is a brief summary of what the new law is requiring youth sports organizations and schools to do for non-MHSAA sport activities such as physical education, intramurals and out-of-season or summer camps and clinics:

Adults (coaches and teachers) must complete the established free online training course. There are two options on the MDCH website, one through the Centers for Disease Control (CDC) and one through the National Federation of State High School Associations (NFHS.org). These courses are the only options to fulfill the adult training requirement. Schools should collect and file the certificate of completion for each adult.

Sponsoring organizations must provide educational training materials to students and parents and collect and maintain their signed statement of receipt of that information for the duration of the student's involvement with the organization, or age 18. The MDCH website's educational material is found under "Information for Parents & Athletes." The content of this material may not be altered, but it may be reformatted.

The website also links to an “Acknowledgement Form” (under Popular Documents and Links). This form can be used as the signed statement, or the sponsoring organization may create its own form provided the content is similar. Some schools are including concussion information and signed statements with school registration and handbook materials, at first for all students and in subsequent years for new students.

Sponsoring organizations must follow the same concussion protocols for non-MHSAA events as is currently done for MHSAA sports when a student is suspected of a concussion. Sit them out, find out and do not allow them to return to practice or competition until cleared in writing. The new law requires sponsoring organizations to maintain a copy of any written clearance until the student is 18 years of age.

Code of Fair Play at Athletic Events

The student body is an essential part of an excellent athletic program. Therefore, a code of fair play is necessary.

- ☐ Cheers at games must be of a positive, encouraging nature in support of one's team.
- ☐ Cheers making use of vulgarities or violence are inappropriate.
- ☐ Baiting and deriding other teams, individual players, coaches, officials, or schools is inappropriate.
- ☐ Fair treatment of officials in their decisions is expected.
- ☐ Students should use humor, creativity, and good taste in support of their team.

Conflicts in School Activities

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty and advisors involved immediately when a conflict does arise.

Faculty advisors should use the school calendar in scheduling events to avoid conflicts. When conflicts do arise, the advisors should get together and work out a solution so the student does not feel in the middle. If a solution cannot be found, the principal will have to make the decision based on the following: the relative importance of each event, the importance of each event to the student, the relative contribution the student can make and how long each event has been scheduled. The advisor/coach will also talk with the parents. Once the decision has been made and the student has followed that decision, he/she is not to be penalized in any way by the faculty advisor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV STUDENT CONDUCT

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important activities result in active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

The purpose of this policy is to create a positive classroom attendance habit by all students. It is aligned with our current mission, educational beliefs, and student graduation outcomes. Further, it is based on current best practices regarding principles within the instructional process. It is grounded in the belief that serious interruptions in the learning process occur when students are absent from school.

Incentive

If a student has two or fewer verified absences (ALL absences count, except school activities) in a class for the semester **and** earned a semester average of 83% or better in that class, the student has the option to be exam exempt from that class. A student may be exempt for up to two semester exams. Students must apply to be exempt by filling out the form in the office.

If a student has nine or fewer verified absences (ALL absences count, except school activities) in a class for the semester **and** earned a semester average of 90% or better in that class, the student has the option to be exam exempt from that class. A student may be exempt for up to three semester exams. Students must apply to be exempt by filling out the form in the office.

Students will not be exam exempt from Advance Placement classes. Additionally, students may not exempt from Dual Enrollment or Michigan Virtual exams.

Recognition of Perfect Attendance

Having perfect attendance shows commitment, dedication and responsibility. Students with perfect attendance will be recognized throughout the school year as well as at the Honors Assembly.

Truancy

Unverified absences from school (truancy) are not acceptable. Students who are truant will receive no credit for school work that is missed. After more than (10) total days of truancy in a class she/he will be considered a "habitual" truant and will be reported to the proper authorities. It can result in a hearing before a judge in a court of law and/or report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

If an absence is unverified a student may not make up the work.

Truancy Law – Class of 2016

Beginning with the Class of 2016 all truancy laws are in effect until the student turns 18 years of age.

Absence Procedures

A parent or legal guardian must call or write a note to the high school office for students on the day(s) the absence occurs. All calls must be made within two school days of the absence. This must be done in order to have the absence(s) considered to be made verified. Students that are absent with no verification from parents may be considered truant. Students should ask their teachers, or monitor in PowerSchool their attendance status if they are concerned. The teacher's record book/verification sheets will always be used as the official record.

If there is a pattern of frequent absences for “illness” the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness,” a possible sign of poor work ethic and irresponsible behavior.

*Whenever an assembly is scheduled, students must first report to class for attendance.

*Students will not be released from school to take or transport other students to or from school without office and parental permission.

Arriving/Leaving During School Hours

Students arriving after the school day has begun must sign in at the office and receive a pass to class. If the student is up to five (5) minutes late, he/she will receive a tardy. Those arriving more than five (5) minutes late will be marked Late Tardy (LT) which counts as an unverified absence for the period, but must go to class to receive instruction.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Those who leave campus, after arriving, without parent/guardian permission, administrative permission, and signing out will be subject to disciplinary action. All students, including those with age of majority, must sign out.

Those students not on Co-Op, Work Based, Shared Time, Skill Center, or community service must bring a note from home stating the reason why and what time they are to be excused to leave the building. A pass will be issued from the attendance secretary to the student, who will present it to the teacher at the time they have permission to leave. If they do not have a note, they will be required to call home and have their parent/guardian speak to office personnel, giving permission for the student to leave. The student must sign out in the office, as required, stating name, destination and time leaving.

The parent/guardian will be notified when the student reaches 4, 7, and 11 verified or unverified absences in any class. It is strongly encouraged that personal business, dental and medical appointments be scheduled outside the school day. The following will not count towards a student’s absences:

- ☐ Court (C) documentation must be provided
- ☐ Medical appointments (D) documentation must be provided
- ☐ Funerals (F) documentation must be provided
- ☐ School related absences (O, ACT)
- ☐ Out of school Suspension (OSS)
- ☐ 2 College Visits per year (ACT) documentation must be provided

Official documentation must be given to the office for court, medical appointments, funerals, and college visits within two school days of the absence.

Unverified 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.

All absences not verified by a parent or legal guardian for an acceptable reason (or within the 2 school days of the absence) will be considered unexcused. Unexcused absences are unverifiable. Examples of unexcused absences are

- ☐ Skipping/leaving school without permission or without signing out in the office

- Oversleeping
- Missing the bus
- Car trouble
- Parent/Guardian failing to excuse the absence within two school days of the absence.

If an absence is unverified a student may not make up the work.

Social Suspension for Excessive Absenteeism

School social events (including, but not limited to dances, prom, homecoming or winterfest activities, etc.) are privileges offered to students. Students with excessive absenteeism (more than 15 per semester in any one class period) may forfeit their privilege to attend school social events. Students will be notified via our office referral process if a social suspension is implemented.

10/10 Rule

Students will not be allowed to leave class during the first ten minutes or the last 10 minutes.

Tardiness

Students who arrive to class up to five (5) full minutes after the light flashes will be considered tardy. Arrival to class more than five (5) minutes after the light flashes will be recorded as a Late Tardy (unverified absence). The following procedures are used in regard to tardiness:

- | | |
|--------------------------|---------------------|
| ○ First – Second Tardy | Warning by Teacher |
| ○ Third Tardy | Detention |
| ○ All Subsequent Tardies | Discipline Referral |

Students tardy to first hour will not be admitted into class without a pass from the main office.

Excessive tardies can be reported as truancy.

Suspensions

Absence from school due to suspension shall be considered an authorized absence, neither verified nor unverified. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the main office the day after the suspension started. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

If school is unexpectedly canceled, such as a snow day, during a student suspension that day does not count toward the number of suspension days.

Students are not allowed on school grounds or at school related activities for the length of their suspension. This includes weekends and holidays/breaks.

Pre-Arranged Absence

Students that plan on attending school related functions during the school day must take a pre-excused absence form to each of the affected classes for permission to attend the function. This form must be completed prior to the day of the absence whenever possible. Students will not be permitted to attend the activity if attending the activity will be detrimental to their education in the classes that they would be missing as determined by the classroom teacher, parent or administration.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers to make necessary arrangements. The student and parent will need to fill out a Pre-Arranged Absence form at least one week before the vacation and collect all work from teachers before leaving.

Make-up Homework

After an absence, students ~~with excused or pre-approved absences~~ have one day for every day absent in which to turn in the work which was missed. An exception is a student who is only absent on the day of a test. A teacher may use his/her discretion as to whether to grant the one-day in which to make up the test. All course work must be completed within three (3) days of the end of a term for work to be counted toward the final grade.

In the event that a student misses a final exam, the exam must be made up within three (3) days of the absences. After the three (3) days, if the student has yet to complete the exam, the result will be an F or 0% for the exam grade. Incompletes (I) will be awarded only in extreme circumstances and must be approved by an administrator.

If a student has been suspended for three (3) or more days a homework request will be made. All homework should be picked up by a family member the day after the suspension was assigned. The homework is due the day the student returns and if not turned in will result in a zero.

College Visitations

Junior and Senior students planning on visiting a college may pre-arrange two college visits per year. In order for the college visit to not count as an absence, the student must obtain a pre-arranged absence form from the office and complete the following:

- ☐ Secure the signature of all teachers by requesting homework
- ☐ Turn in the completed pre-arranged absence slip to the office before the scheduled absence.
- ☐ Submit the College Visitation Student Reflection Form to the office. The form can be picked up in the office.

SCHOOL RELATED ABSENCES

Dual Enrollment/Shared Time Obligations

Because of the nature of the dual enrollment, shared time and skill center classes, these students have additional school responsibilities, but they also have educational advantages that other students do not.

Students are expected to attend dual enrollment, shared time & skill center classes on the following days:

- A. During athletic pep meetings.
- B. During high school assemblies.
- C. During Homecoming activities.

Students are expected to attend their high school classes whenever Durand Area Schools is in session, even if the dual enrollment, shared time and skill center class is not in session.

Per Board of Education policy, June 2001, dual enrollment, shared time, skill center students are required to furnish their own transportation to and from classes at their shared time site. This will not change the attendance policy structure.

LONG-TERM ABSENCES

Homebound Instruction

Absences resulting in long-term illness will be evaluated on an individual basis.

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal or designee. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

STUDENT CODE OF CONDUCT

Whenever this code conflicts with state statutes, the state statutes take precedence.

A major component of the educational program in the Durand Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- ☐ Abide by national, State, and local laws as well as the rules of the school;
- ☐ Respect the civil rights of others;
- ☐ Act courteously to adults and fellow students;
- ☐ Be prompt to school and attentive in class;
- ☐ Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- ☐ Complete assigned tasks on time and as directed;
- ☐ Help maintain a school environment that is safe, friendly, and productive;
- ☐ Act at all times in a manner that reflects pride in self, family, and in the school.

Trustworthy
Respectful
Accountable
Connected
Kind
Successful

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students and parents should consider the following questions when dressing for school:

- ☐ Does my/my child's clothing expose too much? (no)
- ☐ Does my/my child's clothing advertise something that is prohibited to minors? (no)
- ☐ Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

- ☐ Would I interview for a job in this outfit? (yes)
- ☐ Am I dressed appropriately for the weather? (yes)
- ☐ Do I feel comfortable with my appearance? (yes)

Students in violation of the dress code will be sent to the office and required to change their clothing. Students have an option of changing with clothes they may have in their locker, contacting a parent/guardian, or reporting to the student intervention room for the school day. If you have any questions related to these expectations, please contact the office.

Students who are representing the Durand Area 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.

Anything printed on clothing must not be offensive in any way. The building principal/staff has the right to decide what is offensive, but some examples are: words/slogans that advertise illegal substances, words/slogans that are racially or religiously offensive, violence themes, vulgar or sexual innuendo, etc.

Clothing should be neat, clean, and modest. Any dress that disrupts the educational environment is not permitted. The following are examples (but not an exhaustive list) of clothing **not** appropriate for school:

- ☐ Strapless clothing of any kind.
- ☐ Clothing that reveals undergarments.
- ☐ See-through clothing.
- ☐ Pajamas and/or slippers.
- ☐ Blankets (including but not limited to The Comfy) and/or flags.
- ☐ Proper shoes Footwear must be worn at all times for health and safety reasons. Because of health and safety, regular shoes must be worn in the shop areas.
- ☐ Coats, gloves, hats, are not to be worn in school.
- ☐ Hats, including but not limited to baseball caps, hoods, cowboy hats, etc. (bandanas may be considered hats).
- ☐ Sunglasses are not acceptable in school.
- ☐ Costumes of any kind (including but not limited to tails and ears) shall not be worn without the prior approval of the building principal.

The dress code applies to extra-curricular activities and public performances. The final decision rests with the school administrator. Students who are representing Durand at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other student organizations.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Acceptable Bathroom Use

A personal planner must accompany each student as they enter the bathroom. Under no circumstances, is there to be more than one individual in a bathroom stall at a time. Discipline will result for any violators.

STUDENT DISCIPLINE CODE

Philosophy of Discipline

The Durand Area School district believes that every student should have an equal opportunity to gain an education which is beneficial to the student and to society. The school district further thinks that an atmosphere of learning must prevail if a learning process is to be experienced. The parent-teacher team must work cooperatively and use all possible means to direct students toward acquiring behavior and attitudes compatible with community norms. It is important that the child is taught such behavior at home. The school must have the cooperation of the parents and students if an atmosphere is to be created within the school setting which permits education to take place. Therefore, guidelines and rules must be established which are fair and reasonable to all concerned who, in turn, must abide by those same guidelines or seek changes through agreed upon procedures. Those students who do not adjust to the academic environment or appreciate the value of education must be encouraged to form a positive posture if at all possible. Those who violate the rules and guidelines and tend to jeopardize or destroy the educational atmosphere must be disciplined and even separated from members, if need be, to preserve the very basic purpose of attending school- education.

It is the expectation of the Board of Education that any disciplinary measures taken by the school officials will prove beneficial to the particular student or to the student body as a whole.

When a student has involved himself/herself in such misbehavior and has not responded to basic methods of school counseling, he/she will be returned to the parent or guardian who has the primary responsibility for his/her behavior. The primary reason here is to develop a working relationship between the parent and the student, since the parent after being made fully aware of the situation will exercise his/her parental responsibility before re-admission.

Rules and Consequences

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 a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

In an effort to maintain an educational environment that is beneficial to all, the rules that follow have been established for students to follow. These rules do not constitute an all-inclusive list, but comprise a partial list of the expectations of student behavior. In general, students are expected to behave in a manner appropriate for an educational environment. A progression of student discipline will be followed for infractions to 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.

Minor Infractions

The nature of any infraction may cause the administration to impose disciplinary steps greater than an administrative reprimand for a first offense. Each case must be viewed on its own merit. Student behaviors that are unacceptable in the school setting include:

- Failure to follow building rules.
- Violating the schools Closed Campus policy.
- Failure to adhere to the technology policy – Computer Trespass
- Failure to adhere to the dress code
- Use of electronic devices during the school day.
- Forgery
- Inappropriate behavior in the building or at school functions.
- Inappropriate Displays of Affection
- Parking in areas that are not designated as student parking
- Disruption in the classroom
- Swearing
- Excessive Tardies
- Failure to serve a Detention

It should be understood that extenuating circumstances may cause a deviation in the steps listed below. Repeated offenses will result in progressively greater discipline until the student demonstrates the ability to correct the behavior.

1. Administrative Reprimand: Warning by the principal or designee.
2. Lunch Detention: Students will be required to spend their lunch periods in a supervised room.
3. Detention: Student will be required to spend time before or after the school day in a supervised study room.
4. Alternative to Suspension (ATS): Student will be required to spend 2 hours 45 minutes after school in a supervised study room.
5. Out-of-School Suspension (OSS): Student is not allowed to attend school, skill center, shared time classes, or extra-curricular activities, or be on school property during this period of time.
6. Board Discipline Hearing: Student will go before the board to receive a consequence no less than ten days OSS and up to expulsion.

Major Offenses

The severity of some infractions will result in disciplinary steps taken by the administration to be severe from the onset. The nature of these infractions requires the administration to begin disciplinary action at a higher level. If a student is found to be violating the following rules, an alternative to suspension may be the minimum discipline imposed upon the student. Each case will be viewed on its own merit. Repeated offenses may force the administration to seek Board action with a recommendation of Expulsion from Durand Area Schools. In accordance with state and federal law, students violating some of the fore mentioned policies may face Board action with a recommendation for Expulsion for a first offense. When deemed necessary by the administration a police report will be filed in conjunction with any school discipline imposed for an infraction.

- Disrespectful behavior toward staff, students, or guest teachers
- Insubordinate to staff or guest teachers
- The willful and malicious burning of school property – Arson
- The intimidation of students or staff physically – Assault
- Physical threats or violence to others – Battery
- Failure to adhere to the district's bullying policy
- Academic dishonesty

- Extortion in any form
- Causing a false alarm such as a bomb threat or fire alarm
- Fighting in school, on school property or at school related functions
- Use or threatening use of any device capable of inflicting injury – fireworks, irritants Etc.
- The act of gambling
- Gross disrespect of school personnel
- Gross misbehavior in school, on school property or at school related functions
- Failure to adhere to the districts harassment policy
- Failure to adhere to the districts hazing policy
- Acts commonly viewed as indecency
- Vulgar acts in school, on school property or at school functions – obscenity
- Recurring acts of insubordination – persistent disobedience
- Receiving and aiding in the concealment of stolen property
- Possession, use or transferring any substance which produces abnormal behavior
- Possession, use or transferring of weapons
- Inappropriate use of recording devices
- Dishonestly acquiring the property of another – stealing
- Use or possession of tobacco products or lookalikes
- Any acts of vandalism
- Skipping Class

If student misconduct results in discipline at the end of the school year, school officials have the discretion to revoke a student's privilege to walk at graduation.

Grounds for Suspension and Expulsion

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct while a student is under the jurisdiction of the school. These categories are general in nature and are not deemed to be all-inclusive. The results of disciplinary action are accumulative within and across categories of unacceptable behavior. Discipline will be enforced whenever the behavior is related to school or school activities.

Suspension from School

A student may be suspended from school when the student:

- ☐ Violates district or school policies or regulations. These policies or regulations apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, at home or away, or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees.
- ☐ Is guilty of conduct, which interferes with the maintenance of school discipline.
- ☐ Is guilty of conduct, which, in the judgment of school officials, warrants the reasonable belief that disruption of school operations will likely result.
- ☐ Is guilty of incorrigible conduct, including insubordination, disorderliness, viciousness, immorality, persistent violation of school rules, or persistent misbehavior.

Exclusion from school may involve any of the following or a combination thereof:

- ☐ Suspension for a period of ten (10) school days or less
- ☐ Suspension pending investigation
- ☐ Suspension pending a hearing under Section 504 of the Rehabilitation Act of 1973
- ☐ Suspension pending an expulsion hearing
- ☐ Expulsion

Suspension Process is as follows:

- A building principal, assistant principal, or designee may suspend a student for a period not to exceed ten (10) consecutive school days for violation of school rules or regulations or gross misdemeanor or persistent disobedience.
- Prior to making a decision to suspend, the principal, assistant principal, or designee shall thoroughly investigate the situation and assure the student's right to due process. The following procedure shall be used:
- The principal, assistant principal, or designee shall advise the student of the exact charges against him/her.
- If the student denies the charges, the principal, assistant principal, or designee shall explain the evidence against the student and give the student an opportunity to present his/her side of the story.
- The principal, assistant principal, or designee may accept information from persons with knowledge of the situation.
- If, on the basis of this discussion the principal, assistant principal, or designee believes the student is guilty of the misconduct charged, and that suspension is the appropriate penalty under the circumstances, the administrator may suspend the student for ten (10) school days or less.
- Attempts shall be made to inform parents prior to the time the student is separated from the school.
- Students suspended from school shall not be allowed to participate in, or attend, any curricular or extracurricular activities. Suspension may affect academic performance so as to result in loss of credit on the high school level.
- Suspended students may appear on school district property only with the written permission of a school administrator.
- Following suspension, a parent conference may be required as a condition of re-admission.
- If a student has been suspended for three (3) or more days a homework request will be made. All homework should be picked up by a family member the day after the suspension was assigned. The homework is due the day the student returns and if not turned in may result in a zero.
- Consideration of Seven Factors: The following factors are considered before determining consequences: Age and developmental stage, disciplinary history, student's disability status, seriousness of the violation, threat to safety, restorative practices, lesser interventions.

Social Suspension

A social suspension is one in which a student is not allowed to attend school functions and/or activities outside of the classroom. These functions/activities include but are not limited to, Homecoming events, school dances, sporting events, musical and theatrical performances, and any other school-sponsored function or activity. Permission to attend these functions and/or activities for a student on a social suspension may be granted by the building principal, assistant principal, or designee.

Expulsion from School

Expulsion is defined as removal of the student from school attendance in the district. Long-term expulsion may be for a period in excess of ten (10) days, up to permanent removal from school attendance. When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and the parents will be given written notice of the hearing and will be expected to attend. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

A student and his/her parent or guardian must be given written notice of the intention to expel and the reason therefore and must also be given an opportunity to appear before the Superintendent with a representative to answer any charges. The students and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses that will provide testimony and a summary of the facts to which the witnesses will testify. The Board shall act by providing a written decision on any appeal of an expulsion or a request for admission after permanent expulsion from

another school.

The 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 parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as 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.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Use of Drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials will be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The illegal consumption and/or possession or sale of any controlled substance or drug paraphernalia by students is wrong and harmful, and is prohibited on school or district grounds or at any school sponsored activity.

Any student who has in his/her possession any controlled substance or appears to be under the influence of any controlled substance before entering upon school or district grounds or at any school sponsored activity off school grounds or in route to or from any school sponsored activity, shall be refused entrance and admission and may be subject to discipline, including 10 days suspension and/or expulsion, as well as referral to the appropriate law enforcement authorities. District personnel may refer a student to any medical treatment or school service agency when such student is reasonably believed to be abusing, or incapacitated by the use of alcohol or other drugs

Drug Prevention Memorandum

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

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

Substance Abuse Statement: A student will be deemed to be under the influence of alcoholic beverages, narcotics, sprays, drugs or substance which produce abnormal behavior if the student had consumed or otherwise used them before attending school or a school sponsored or related event even though the student may be able to conceal the use by controlling his/her behavior or not otherwise displaying that he/she has been affected by whatever substance has been used or consumed. For example, if a student consumes alcohol before school or a school sponsored event, the student will be deemed to be under the influence of alcohol even though the student may not appear to be intoxicated.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

Alcohol use

The consumption and/or possession of any alcoholic beverages by students is wrong and harmful; therefore, the consumption and/or possession of any alcoholic beverage or alcoholic "look alike" beverage by students is prohibited on school grounds or at any school sponsored activity.

Any student who consumes any alcoholic or alcoholic "look alike" beverage upon school grounds, or at any school sponsored activity off school grounds, or in route to or from any school sponsored activity, or appears to be under the influence of alcohol, shall be refused entrance and admission.

Violation of these acts will result in discipline including 10 days suspension or expulsion, and referral to the appropriate law enforcement authorities.

Use of Tobacco

Smoking, vaping, and other tobacco uses 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 or e-juice or electronic cigarette, personal vaporizer, vape pens, or similar devices 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. "Use of tobacco" shall mean all uses of tobacco, e-juice, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" or "vaping" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Violation of these acts will result in disciplinary action up to and including suspension and/or expulsion from school and referral to the appropriate law enforcement authorities.

1st offense 3 Days Out of School Suspension
2nd offense 5 Days Out of School Suspension
3rd offense 10 Days Out of School Suspension

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 Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors (boxcutters/utility knives), clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

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. In compliance with State law, the Board shall permanently expel any student who commits arson in a District building or on District property, including school buses and other school transportation.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

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 will result in disciplinary action up to and including suspension or expulsion.

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 may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s 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.

False alarms, false reports, and bomb threats

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

Explosives

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

Trespassing

Although 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 Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

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 teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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 suspension, and ultimately expulsion.

Damaging property

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

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 will lead to a parent meeting, or referral to a truant officer and/or the courts. Excessive absences at the high school could result in further disciplinary consequences, up to suspension from school.

Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

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 sterner action such as suspension or expulsion.

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.

Displays of affection

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

Possession of Wireless Communication Devices (WCDs)

~~Students are not permitted to use or display their cell phones or electronic communication devices in classrooms without prior permission from the teacher. Durand Area Schools does not take any responsibility for the loss, damage or theft of these items.~~

~~It should be understood that this policy not only is reflective of electronic communication devices, cell phones, but also cameras, MP3 players, video game units, etc. Students shall not have electronic devices on their persons throughout the school day, but may use them during hall passing and lunch periods. "School day" is defined between the hours of 7:40 and 2:25. In the event that a student is found in possession of an electronic device, the following consequences will be assigned:~~

Students are prohibited from using a wireless communication device ("WCD") on school grounds during instructional time. A WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support the third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers.

For the purposes of this policy, school grounds means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school. School grounds does not include a building used primarily for adult education or college extension courses.

WCDs, including, but not limited to, smart watches, those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01- Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using a WCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Code of Conduct for WCDs:

The following discipline progression will be used for minor WCD infractions and may include further discipline for major WCD infractions at the discretion of the building principal.

WCDs must be turned off and in the student's locker. WCDs are not to be used during school hours unless a lesson-specific academic assignment is approved by the classroom teacher, in which a permission slip will be sent home prior to the lesson(s) for parent/guardian approval. Students found not complying with the guidelines will have their phone confiscated and it will be sent to the office. The school will not take responsibility for the loss or damage of personal WCDs.

The following discipline progression will be used for minor WCD infractions and will include further discipline for major WCD infractions at the discretion of the building principal.

- First offense: The cellular phone or electronic device will be taken away and turned into the office. Student picks it up at the end of the school day.
- Second offense: The cellular phone or electronic device will be taken away and turned into the main office for a parent or guardian to pick up.
- Third offense: The cellular phone or electronic device will be taken away, turned into the main office for a parent or guardian to pick up, and a detention will be assigned.
- Fourth offense: The cellular phone or electronic device will be taken away, turned into the main office for a parent or guardian to pick up, and an ATS will be assigned.

- **Fifth offense:** The cellular phone or electronic device will be taken away, turned into the main office for a parent or guardian to pick up, and the student will be suspended.

*Please note that in the event that a student refuses to give the electronic device to a staff member, the student will receive the above consequences and will also receive a disciplinary referral for insubordination.

The school prohibits the use of any video device from any restroom, locker room, hallway, classroom, school vehicles or other “common” area where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

Distribution, sexting, showing and/or sharing sexual messages or pictures is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

Taking or transmitting images, data, or messages during or regarding testing is also prohibited. If a student is caught transmitting images, data, or messages during or regarding testing, s/he will fail the exam and be suspended. He or she also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

An iPod or other musical device may be allowed during the school day per teacher discretion. The iPod or other musical device must be for music only and not able to communicate with other devices. Cell phones that also are used as music players will not be allowed and subject to the cell phone policy. Each staff member will have their own musical device policy for his or her classroom and the students are expected to respect and follow those policies. In the event that the policy is broken, the staff member may follow the consequences assigned for cell phones.

The teacher also has the right to remove the privilege for a student to use an electronic device in their classroom.

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.

Violation of bus rules

Please refer to the “Transportation” section of the student/teacher handbook.

Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on

any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone, computer, tablet, or any other wireless device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at the Board Office. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those individuals identified above.

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

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

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

Harassment

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

Sexual Harassment,

It is the policy of Durand Area High School to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or students of this high school shall be subjected to any form of sexual harassment or intimidation.

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to a building administrator, guidance counselor, Title IX coordinator, or grievance officer.

Durand Area High School will uphold policies, 3362, 4362 and 5517, pertaining to sexual harassment, as outlined in the Durand Area Schools Board of Education Policies Handbook.

Sexual Harassment may include, but is not limited to:

- ☐ Verbal harassment or abuse;
- ☐ Pressure for sexual activity;
- ☐ Repeated remarks with sexual or demeaning implications;
- ☐ Unwelcome touching;
- ☐ Sexual jokes, posters, cartoons, etc.;
- ☐ Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- ☐ A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- ☐ Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

In compliance with State law, the Board shall permanently expel any student who commits criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- ☐ Illegal activity, such as drinking or drugs;
- ☐ Physical punishment or infliction of pain
- ☐ Intentional humiliation or embarrassment;
- ☐ Dangerous activity;
- ☐ Activity likely to cause mental or psychological stress;
- ☐ Forced detention or kidnapping;
- ☐ Undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Bullying and Other Aggressive Behavior Toward Students –Board Policy 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

According to Public Act 478 Cyber-bullying is a prohibited form of bullying. The Act defines cyber-bullying as "any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly."

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments with the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

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

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

The Principal (or other administrator as designated shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interferes with educational opportunities, benefits, or programs of 1 or more students;
- Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or;
- Causing substantial disruption in, or substantial interference with the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Examples of bullying are:

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

"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, but may also include sexual orientation, physical characteristics (e.g., height weight, complexion), cultural background, socioeconomic status, or geography location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as: harassment, see Policy 5517; and/or hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 or 2011)

Policies on Bully, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, 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" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01)

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as 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.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Fighting

Physical violence or fighting will not be tolerated. The following is a guideline for consequences related to this type of behavior:

- Physical Aggression: 1-3 days OSS, 3-10 days OSS for second offense, 10 days OSS to Discipline hearing by Board of Education.
Physical Aggression may include but is not limited to:
 - Verbally threatening another student
 - Touching a student in an inappropriate manner (i.e. shoving)
 - Physical Horseplay
- Fighting: 3-5 days for first offense; 10 days up to Discipline hearing by Board of Education for second offense. Fighting by definition involves physical aggression by two students. It does not matter who starts it. It will be reported to proper authorities.
- Assault: 5 days for first offense; 10 days up to Discipline hearing by Board of Education for second offense. Assault by definition is one student physically injuring another student. The other student does not fight back, but tries to avoid the situation. It will be reported to proper authorities.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the districts Disciplinary procedures.

To better ensure appropriate due process is provided to a student, the Board establishes the following:

A. Student Subject to Short-Term and Long-Term Suspension

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to

be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Student Subject to Expulsion

A student and his/her parent or guardian must be given written notice of the intention to expel and the reason therefore and must also be given an opportunity to appear before the Superintendent with a representative to answer any charges. The students and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses that will provide testimony and a summary of the facts to which the witnesses will testify. The Board shall act by providing a written decision on any appeal of an expulsion or a request for admission after permanent expulsion from another school.

The Superintendent shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.

The Durand Area Schools make a sincere effort to have disciplinary actions take actions to 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 parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided herein will be considered grounds for disciplinary action.

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 health and 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. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

A student's person and/or personal effects (e.g., purse, book bag, athletic bag, knapsack, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized contraband. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same gender with an adult witness present, when feasible. The scope of any search will be reasonable. If extreme emergency situations require a more intrusive search of a student's person (i.e., when weapons or drugs are reasonably suspected and when the safety of persons is threatened), such a search may only be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. Strip searches are prohibited.

Automobile Searches

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

Use of Canines

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dogs' actions. An indication by the dogs that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

Use of Metal Detectors (Magnetometers)

Weapons of any nature are prohibited on school property or at school functions by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If after the removal of other metal objects and a third activation by the metal detector on the student, the student should be taken to a room out of view from other students where the above procedures for a search would be applicable.

Seizure of Illegal Materials

Any contraband on school grounds will be confiscated and turned over to proper legal authorities for ultimate disposition.

Definitions

For purposes of this policy, the following definitions are applicable:

"Contraband": All substances or materials, the presence of which is prohibited by school policy, local ordinance, or state or federal law, including, but not limited to, controlled substances, drugs, "look-alikes", alcohol, electronic cigarettes, inhalants such as glue or aerosol paint, debilitating gas, guns, knives, other weapons, explosives, and incendiary devices.

"Reasonable Suspicion": The standard for a search on school property or at school-related events which is based on the school official's specific reasonable inferences which he/she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including, but not limited to, eyewitness observations by school personnel, information received from a reliable source, suspicious behavior which suggests that contraband is present, a smell indicating the presence of contraband, a bulge in the student's clothing, etc.: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the particular student is violating the law or the rules of the school.

"Reasonable Scope": A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the urgency requiring the search without delay.

FREEDOM OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it:

- ☐ Is obscene to minors, libelous, indecent and pervasively or vulgar
- ☐ Advertises any product or service not permitted to minors by law
- ☐ Intends to be insulting or harassing
- ☐ Intends to incite fighting or presents a likelihood of disrupting school or a school event
- ☐ Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access

AGE OF MAJORITY

Any student who is 18 years of age or older and wishes to proclaim his or her adulthood may do so by obtaining an “Age of Majority” form in the office. The form must be signed by the parent and then turned in to the office. The parent and student will be notified upon approval from the assistant principal.

As a result of this action, the student becomes accountable for his/her own conduct, accountable for his/her absences, accountable for his/her own liability of injury to persons or damage to property. Parent/Guardian, please be advised that upon signing this document all related school communication will be handled through the student and not the parent or home.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V – TRANSPORTATION SERVICES

School transportation is not a mandated service, but a privilege. Students who fail to comply with all transportation rules and guidelines may forfeit their right to use any school transportation service.

The school will provide transportation for all students who live legally in the Durand district and live a distance from school that exceeds the board established distance making the student eligible for service. The transportation schedule and routes are available by contacting Transportation at 989-288-5060.

Student may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Student will not be permitted to ride unassigned busses for any reason other than an emergency, except as approve by the transportation director.

The transportation director may approve a change in a student's regular assigned bus stop to address a special need as requested by the parent or principal.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to following all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain the transportation safely.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school) each student shall:

- ☐ Be on time at the designated loading zone. Drivers will not wait for student who are not at their designated stops on time.
- ☐ Stay off the road at all times while walking to and waiting for the school transportation.
- ☐ 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 flashers are on and the driver signals it is safe to cross.
- ☐ Go immediately to a seat and be seated.

During the trip each student shall:

- ☐ Remain seated while the bus is in motion.
- ☐ Keep head, hands, arms and legs inside the vehicle at all times.
- ☐ Not litter in the bus or throw anything from the vehicle.
- ☐ Keep books, packages, coats and all other objects out of the aisle.
- ☐ Be courteous to the driver and other riders.
- ☐ Not eat, drink or play games.
- ☐ Not tamper with or destroy any part of the vehicle or its equipment.
- ☐ Follow all school rules otherwise noted in the Handbook.
- ☐ Use normal conversational voices.

Leaving the bus each student shall:

- ☐ Remain in the seat until the bus has stopped.
- ☐ Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver has signaled that it is safe and only after the flashers have been turned on.
- ☐ Be alert to a possible danger signal from the driver.

Rules and Consequences

In view of the responsibility and bus safety factor dealing with the lives of the youth, the driver has authority over the bus and its passengers, and is answerable to the Superintendent or his designated representatives. Students are expected to behave and respond to the requests of the driver or lose their privileges to ride the bus. It takes total cooperation of the administrators, drivers, students and parents to make a safe transportation program. The following are being incorporated within the framework of the school district's disciplinary guidelines.

The following types of behavior are expected of bus passengers:

- ☐ Bus transportation is an extension of the school building & student code of conduct is in effect.
- ☐ If a student is suspended from school, the transportation department must be informed.

- ☐ Verbal warnings of a violation of these regulations must be followed by the student.
- ☐ To ensure maximum attention to the road, students must avoid talking to the driver except when absolutely necessary.
- ☐ Normal conversation is permitted and expected; however, to ensure greater safety, shouting, fighting and pushing is prohibited.
- ☐ Changing seats without driver's permission is prohibited.
- ☐ Smoking, spitting, and using profane language by anyone are absolutely prohibited at all times.
- ☐ Throwing waste paper and rubbish on the floor of the bus is prohibited.
- ☐ Eating and drinking on the bus is prohibited on daily runs.
- ☐ Passengers must keep hands and arms inside the bus.
- ☐ Passengers must not attempt to leave the bus while it is in motion.
- ☐ Passengers must not open emergency door or escape hatches or tamper with any other part of the bus equipment unless an emergency situation exists.
- ☐ When crossing the road after leaving the bus, students must cross in front of the bus only on the signal from the driver after making sure that no other vehicles are approaching. Ten feet is the recommended safe distance for crossing in front of the bus.
- ☐ Talking is prohibited while the bus is stopped or crossing a railroad crossing.
- ☐ Passengers are expected to be on time at their designated bus stops.
- ☐ Passengers are to stay off the roadway at all times while waiting or departing from the bus until the bus has left the area.
- ☐ Book bags/backpacks should be appropriate size with no wheels and no long or extended zipper pulls.
- ☐ Skateboards and scooters will not be transported on school buses.
- ☐ No glass bottles or jars are permitted on school buses.
- ☐ No balloons permitted on school buses.
- ☐ No large school projects are permitted on the buses, a parent must bring them to and from school for the student.
- ☐ High School and Middle School students are not allowed to ride the elementary buses.
- ☐ Due process procedures are in effect.

PENALTIES FOR INFRACTIONS

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

Instances of significant bus misconduct shall be reported by the driver in writing to the transportation director. A copy of this notice will go to the parent of the child for their review. The transportation director, upon review of the notice, will take appropriate action.

Notice # 1: Notification must be signed by parent and returned to the pick-up driver. Possible 1-3 day suspension of bus privileges.

Notice # 2: Notification must be signed by a parent, Parent Conference with Transportation Supervisor in person or by phone, possible 1-5 day suspension of bus privileges.

Notice # 3: Notification must be signed by parent, Parent Conference with Transportation Supervisor and driver in person or by phone, possible 1 day to indefinite suspension of bus privileges.

Since school bus transportation is provided only for certain eligible students; it shall not be considered a personal door-to-door service; i.e., most school bus riders will find it necessary to walk some distance to the designated bus stop.

Please note:

Suspension of bus privileges may take place during any step of the disciplinary process depending on the severity of the incident.

Bus suspension also includes all field trips as well as sporting events for the duration of the suspension.

Any student damaging a school bus seat by writing on it, poking holes in it, or tearing it will be charged \$40 per seat damaged.

Todd Lavacs, Transportation Supervisor

Dean Transportation, Durand Area Schools

Office: (989) 288-8995

twlavacs@durand.k12.mi.us

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the transportation director and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Towing of vehicles and/or suspension from school may occur when violations of these regulations are observed.

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

Student under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form 5514F and provide evidence of a driver's license, insurance certificate, and vehicle registration. The school is not responsible for the automobile or its contents.

Parking lot speed limit is 15 mph.

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

When the school provides transportation, students shall not drive to school sponsored activities, unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

The Durand Area Schools retains authority to conduct routine patrols of the student parking lot and inspection of the exteriors of student automobiles on school property. The Durand Area Schools may inspect the interiors of student automobiles whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are inside the automobiles. Such patrols and inspections may be conducted without notice and without a search warrant. Students who do not provide access to the interior of their car, upon request by a school official, will be subject to school disciplinary action.

No loitering or sitting in any vehicle while it is parked on school property is allowed during school hours. Students wishing to go to their vehicles or the parking lot must obtain permission from a school administrator before doing so.

Students must park their vehicles in the student parking lots, not off campus or in areas reserved for staff.

Drivers of vehicles in the student parking lot are expected to follow safe, legal procedures. Those not adhering to legal guidelines are subject to having driving privileges on school property revoked and discipline per the handbook.

The high school campus is closed, meaning once a student has arrived they may not leave without following sign-out procedures.

Students who leave for work experience, CTE programs dual enrollment, or doctor appointments must sign-out daily, or with each occurrence.

Students parking improperly in the student parking lot will be subject to disciplinary action.

NOTE: Be advised that the following forms are available in the office as they are referenced in the District Student/Parent Handbook.

▪ Title VI, IX, 504 Grievance Form 2260 F2

- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Request That Directory Information not be Released to Recruiters without Prior Written Consent. Form 8330 F13
- Parent Notification Regarding Student Records. Form 8330F9

Durand Board of Education

Darrick Huff- President

Jake Zdunic- Vice President

John Dennis - Secretary

Nick Taylor - Treasurer

~~Cari Shephard~~ -Katie Rice -Trustee

~~Kasey Fiebernitz~~ -Mandy Marsh Trustee

Xak Zdunic - Trustee

A Tear-Out Page

PARENTS READ CAREFULLY

Emergency information cards will be distributed and must be completed and returned along with this tear-out sheet, no later than one week from the first day of school.

Receipt of the Student Handbook

Your signature signifies that you and your child have received the requirements and/or policies as set forth in the Durand Area High School Handbook.

We have read the ~~2025-2026~~ 2026-2027 Durand Area High School Student Handbook and understand that we are responsible for abiding by the requirements and policies contained in the handbook. The handbook can be read on the high school website.

Parent/Guardian #1 Name (Print)_____ Date_____

Parent/Guardian #1 Signature_____

Guardian #1 Phone Number _____ Work _____
please circle Cell or Home Phone

Student Cell Phone Number_____

This page is due to the first hour teacher no later than one week after the first day of school.