

**MANISTIQUE AREA SCHOOLS  
MIDDLE AND HIGH SCHOOL**



**STUDENT/PARENT**

**HANDBOOK**

**2020-2021**

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## **Manistique Middle and High School**

100 N. Cedar Street, Manistique, MI. 49854

Main Office number: 906-341-4300

Web Address: [www.manistiqueschools.org](http://www.manistiqueschools.org)

Fax: 906-252-4603

### **Hours of Operation**

#### **PERIODS**

1st: 8:15 - 9:08

2nd: 9:13 - 10:06

3rd: 10:11 - 11:04

4th: 11:09 - 12:02

5th - LUNCH

6th: 1:17 - 2:10

7th: 2:15 - 3:08

**EARLY DISMISSAL** (alternates periods 1,2 and 3 with 4,6 and 7)

1 or 4: 8:15 - 9:08

2 or 6: 9:13 - 10:06

3 or 7: 10:11 - 11:04

LUNCH: 11:05 - 11:35

Busses depart the Middle and HS at 11:50

### **SECURE FRONT DOOR HOURS**

- Front Doors-
  - Open at 7:30
  - Locked during school hours (8:15-3:08)
  - Unlocked 3:09 pm through 7:30 pm
  - Locked 7:31 pm through 7:30 am
- Secure Main Entrance into office-
  - Opens at 5:30 am
  - Locks at 5:00 pm

### **MISSION STATEMENT**

The mission of the Manistique Middle and High School is to provide an education for every student to result in individual success in the following areas: academic, vocational, physical, creative, cultural and social. Working together in a partnership with the students, parents, and the community we are building future generations of responsible, self-confident, respectful, motivated adults.

### **FROM THE MIDDLE AND HIGH SCHOOL PRINCIPAL**

The information in this handbook will assist you in understanding the areas of operation in our school. It is important that you review the material in the handbook with your child. It will be reviewed with your child during the first week of school. The handbook has been approved by the Manistique District's Board of Education and contains copies of mandatory paperwork to be signed and returned to the front office.

The employees of the Manistique Area Middle and High School are here to establish a working relationship with the school community. We recognize that student attendance, effort and communication are the cornerstones to academic success. We will strive to maintain a safe and clean learning environment. We depend on your support in matters of attendance and behaviors. Please ensure your child has the essential materials needed for a successful experience. Communicate your questions and concerns with the teachers and administration. Power School is a web based student data system that will keep you informed of attendance, grades and events. Please visit <http://www.manistiqueschools.org> to visit the District, Middle and HS, and Emerald Elementary web pages.

### **ACADEMIC SUPPORT**

Academic support comes in multiple forms. MAS teachers utilize the Multi-Tiered System of Support to differentiate instruction and drive appropriate interventions. Students with documented impairments have access to public education and can receive additional support through a 504 plan. When a student has qualified for special education, an Individualized Education Plan is used to support student learning. Academic Support is available after school and on Saturday mornings.

## **ACCIDENTS**

Every accident in the school building, on school grounds, at practice sessions, or at any extracurricular event sponsored by the school must be reported immediately to the person in charge and to the school office. An accident form must be filled out in the office as soon as possible.

## **ACCOMMODATING PERSONS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **ALTERNATIVE COURSES AND PROGRAMS**

- **CREDIT RECOVERY/ZERO HOUR**

Students may recover credits through Keystone Credit Recovery, OdysseyWare (reimbursed to MAS) and Michigan Virtual High School. Credit recovery should be completed under the guidance of the HS counselor. Credit recovery is for credit only and does not count toward a grade point average.

- **DUAL ENROLLMENT**

A student may enroll in a college or university prior to graduating from high school under the State of Michigan's Dual Enrollment legislation. The student may take courses not offered by the home high school or that cannot be taken due to a scheduling conflict beyond the student's control. Any student who takes college courses in a dual enrollment program may do so as part of their Manistique High School schedule for that semester. MAS, in compliance with current legislation, pays tuition or fees associated with these courses. Materials, such as textbooks will be purchased by the student. Any student who intends to dual enroll must complete a Manistique High School Dual Enrollment form prior to taking any courses. It is understood that any course taken as part of dual enrollment and its accompanying grade will appear on the student's transcript and the grade will count toward the student's grade point average. Any student failing a dual enrollment/online course will be responsible for reimbursing the District. A student may enroll in an online college or university course prior to graduating from high school if the post secondary institution is accredited. Any student who takes an online college course may do so consistent with the requirements described above for an early entry or dual enrollment student.

- **MIDDLE COLLEGE**

Students who wish to be enrolled in the Middle College must be enrolled during the fall of the junior year. See the high school principal for additional information. Currently the courses articulated with Bay College and the MAS middle college include: welding, automotive, careers in education and Health Occupations.

- **SUMMER SCHOOL**

A letter grade will not be assigned to credits earned during summer school. Odysseyware will be utilized during summer school under the guidance of a MAS instructor. A fee may be charged for this form of credit recovery.

- **DISTANCE LEARNING**

Distance Learners will receive direct instruction according to a Master Schedule. DL Students will be expected to 'attend' their classes according to a schedule, receive traditional grades and have academic progress monitored in PowerSchool. The parameters of Distance Learning are set forth in the Manistique Middle and HS Distance Learning Handbook.

- **VIRTUAL**

A student enrolled in a virtual class may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is paid for by the student if it is offered on the master schedule and fits into a student's schedule

3. The student assumes responsibility for all fees (including tuition, textbooks, associated technology)
4. The building principal approves the course in advance.
5. A student that fails a MIVHS course will take them at their own expense in the future.

Students may be limited as to the number of virtual learning courses that apply toward high school credit. Grades earned in approved online (such as Michigan Virtual) courses during the regular school year count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **ARTICLES PROHIBITED AT SCHOOL**

Items which are judged to be out of place in the school setting, will be confiscated and returned only at the parent's request. Any exceptions to this rule must be approved by the principal. The Manistique Area School District will not be held responsible for confiscated items. This includes cell phones.

### **ATTENDANCE**

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends a public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

#### **General Attendance Procedures**

When a student is absent the parent or guardian is required to make contact with the school. This may be done one of two ways:

1. Call the school (341-4300) to report a student's absence on the day they are missing.
2. You may email the excuse, (on the day of absence), to [avidetich@manistiqueschools.org](mailto:avidetich@manistiqueschools.org)

Students may be absent up to 10 days per semester without penalty. A student that exceeds 10 absences in a class will lose credit in that class, but will be given the opportunity to make up the time. Extenuating circumstances can be presented to the Principal. Call the office for more details.

The following codes will be used to track absences in PowerSchool:

**E (absent excused):** Examples - Parent calls in for illness, vacation, doctor/dentist appointments. A student will have two days to make up class work after excused absence(s). Failure to make up work within the allotted time will result in a zero grade earned for work missed. Make-up work may be different from the assignment missed. Students with extenuating circumstances must make other arrangements with individual teachers within the same two school days. It is the student's responsibility to initiate a plan to obtain and complete make-up work from the teacher(s). The E code counts toward the 10 absences.

**U (absent unexcused):** Examples - Skipping, oversleeping, missed bus or car trouble. *A student will not be allowed to make up class work after an unexcused absence.* The U code counts toward the 10 absences.

**V - Non-chargeable Examples:** Athletic events, school sponsored activities, college visits, in-school suspensions and out of school suspensions. A student will have two days to make up class work after excused absence(s). Failure to make up work within the allotted time will result in a zero grade earned for work missed. The V code does not count toward the 10 absences.

**N - Funerals - non chargeable**

**M (Student was absent, but made up the hour)** The only way students can make-up time is to spend time in the school suspension room after school (during normal detention hours) or at Saturday school. Make-up hours will be tracked in the suspension room. All make-up hours must be completed by the Monday of exam week.

Parents will be notified daily of their child's U absences with an automated call system.

## Tardiness

A tardy is defined as being late for class. Students who miss more than fifteen minutes of a class period will be counted as absent and required to go to the office for a pass. Any student arriving late to school must sign in with the school office prior to reporting to class. Tardy count will be per class and reset each marking period.

- 1) 1<sup>st</sup> tardy— verbal warning
- 2) 2<sup>nd</sup> tardy—after school detention
- 3) 3<sup>rd</sup> tardy—Saturday school
- 4) 4<sup>th</sup> tardy— meeting with administration (unexcused absence assigned)

## **BEHAVIOR AND DISCIPLINE**

Discipline irregularities may result in parental conference, detention, suspension, or expulsion. The following type of conduct shall make the student liable to discipline, suspension or expulsion. Any offense resulting in suspension, either in or out of school, will also be accompanied by parental notification. All possible variations of student misconduct are not listed and modifications may be made, if necessary, at the discretion of the administration. Students may be disciplined for misconduct on school grounds, at school activities, and on school buses. Attempts toward completion of any act of misconduct will constitute a violation and may be punishable to the same extent as if the attempted act had been completed. In all instances, interpretation of the seriousness of a situation and of extenuating circumstances is left to the administration. It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying. Restorative practices, under certain circumstances, can be used to reduce the number of OSS days to ISS days paired with reflective writing.

A student may be suspended or expelled for any offense of "gross misconduct" and/or "persistent disobedience" as provided in Section 1311 of the Revised School Code. Further, conduct, which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct, is also prohibited even though not specifically set forth herein. Violating any school rules or performing any act which is disruptive or detrimental to the health or welfare of other individuals or damaging to school property is prohibited. The degree of severity of the misconduct and disciplinary history of a student will determine whether any offense (whether listed in this section or not) warrants suspension or expulsion from school. Conduct interfering with the educational process or was in grade 6 or above at the time of expulsion and who was expelled may file a petition for reinstatement 150 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 6 or above at the time of expulsion no sooner than 180 school days after the date of the expulsion.

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## **GROUP A OFFENSES**

### **GROUP A – Major Behaviors**

1. Possession of weapons or dangerous instruments on school grounds (according to section 1311 and 1313 of the revised school code including a firearm or knife with a blade over three inches).
2. Committing arson in school buildings or on school grounds causing damage over \$100.
3. Committing criminal sexual, as defined by Michigan Law, conduct in school buildings, on school grounds or during school functions.
4. Sale or distribution of drugs (alcohol & tobacco not included).

**GROUP A CONSEQUENCES**

1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Recommendation for expulsion		

**GROUP B OFFENSES**

**GROUP B - Major Behaviors**

1. Making a bomb threat.
2. Setting off a false fire alarm.
3. Physically attacking or striking any school employee or another student on school property or going to or from school, including any activity under school sponsorship. This shall also apply to any situation having its inception in school or school related.
4. Vandalism or theft of school or personal property over \$100.
5. Verbal assault against a district employee or volunteer.
6. Use or possession of drugs or alcohol and being under the influence of drugs or alcohol on school property or at a school activity.
7. Willfully or negligently putting a student, volunteer or staff member at risk of physical, criminal or emotional harm.
8. Possession of a knife less than three inches.

**GROUP B CONSEQUENCES**

1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Long-term suspension or possible expulsion.		

**GROUP C OFFENSES**

**GROUP C - Major Behavior**

1. Lighting unauthorized fires on school grounds causing damage less than \$100.
2. Tampering with a defibrillator. Rest. Prac: 1 day OSS/2 days ISS
3. Sexual harassment of another person.
4. Indecent exposure.
5. Fighting on school grounds or at school activities. Rest. Prac: 1 day OSS/2 days ISS
6. Smoking/possession of tobacco/e-cigarettes: MIP reported. Rest. Prac: 1 day OSS/2 days ISS
7. Use of electronic devices to record/transmit inappropriate behavior. Rest. Prac: 1 day OSS/2 days ISS

**GROUP C CONSEQUENCES**

1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Suspension from school for three days.	Suspension from school for seven days.	Expulsion

## GROUP D OFFENSES

1. Verbal assault. Rest. Prac: 1 day OSS/2 days ISS on second offense
2. Vandalism or theft of school or personal property under \$100. Rest. Prac: 1 day OSS/2 days ISS on second offense
3. Trespassing.
4. Use of racially degrading expressions. Rest. Prac: 1 day OSS/2 days ISS on second offense

### GROUP D CONSEQUENCES

1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Suspension from school for one day.	Suspension from school for three days.	Suspension from school for seven days.

## GROUP E OFFENSES

### GROUP E – Major/Minor Behaviors

1. Unauthorized use of school or private property.
2. Disorderly/disrespectful conduct.
3. Interference with school authorities in the performance of their duties.
4. Intimidation or hazing of another person.
5. Malicious mischief or pranks as determined by the building principal.
6. Cheating, which includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
7. Plagiarism, which includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.
8. Falsification, which includes the verbal or written statement of any untruth, including lying.
9. Insubordination to the teacher or any other school official.
10. Closed campus violation.
11. Skipping.
12. Inappropriate physical contact.
13. Major MAS technology violation.

### GROUP E CONSEQUENCES

1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
One day of Saturday school	One day out of school suspension	Two days out of school suspension

## GROUP F OFFENSES

### GROUP F – Minors (progress to major with repeat offenses)

1. Disrespect toward any school employee on or off school property if school related.
2. Dress code violation.
3. Inappropriate language.
4. Hall pass violation.
5. Public displays of affection.
6. Violation of minor bus rules.
7. Cafeteria misconduct.
8. Disruptive behavior.
9. Bullying.



- 10. Disruptive behavior for a substitute teacher.
- 11. Secure entrance violation.
- 12. Minor MAS technology violation.
- 13. Inappropriate location.

### GROUP F CONSEQUENCES

1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
Parent Contact	Lunch Detention	After School Detention	Saturday School

### GROUP G CLASSROOM RULES AND CONSEQUENCES

Teachers will set their own classroom rules and consequences. Group G consequences will be determined based on the severity of the offense. Teachers will contact home for classroom infractions that result in being detained.

### MASK WEARING BEHAVIORAL GUIDELINES

Student compliance with the wearing of masks in common areas/classrooms will be the responsibility of instructional staff, support staff and administration. Restorative practices, such as the reteaching of mask wearing, to non compliant students will be the responsibility of instructional staff, support staff and administration.

### DELIBERATE NON-COMPLIANCE WITH THE WEARING OF A FACE MASK

Non Compliance with the wearing of face masks	<b>1st infraction</b> - Reteaching	<b>2nd infraction</b> Reteaching	<b>3rd infraction</b> Reteaching and parent meeting	<b>4th infraction</b> Distance the learning for the balance of the current quarter.
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### CELL PHONES VIOLATIONS/HS and MS

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Students can pick up devices at the end of the day.	Parents will pick up devices from the main office on Friday.	Devices will be picked up at the end of the marking period.

- Failure to turn over a cell phone will result in a snap suspension and (major infraction) count towards the ‘first offense’ on the chart cited above.
- Middle School Students are not permitted to have cell phones (or other devices that record images and connect to the internet) in school. Cell phones that are brought to school will be stored in the office upon entering the building. The phone will remain in this stored location until the end of the school day. The Manistique Middle and HS will not be responsible for lost or stolen devices. The process of storing (or retrieving) cell phones will not be used to excuse tardiness to classes or busses.

### MTSS

- **Building wide (classroom and common areas) behaviors are taught to the student body three times a year.**
- **Minor infraction #1 = call home, documentation of behaviors in SWIS and reteaching of behavior.**
- **Minor infraction #2 = call home, documentation of behaviors in SWIS, reteaching of behaviors and a half hour lunch detention.**

- **Minor infraction #3 triggers a major infraction and moves a student to the Group Behaviors.**
- **Minors reset on the quarters, major behaviors reset on the semester.**

## **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy **5136**), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy **5136**, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find

inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
  
- B. the dangers inherent with the online disclosure of personally identifiable information
  
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
  
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board’s Education Technology are personally liable, both civilly and criminally, for the uses of the Education Technology not authorized by this Board policy and its accompanying guidelines. Students that disregard the Acceptable Use Policy will be held responsible for a group F violation. Continued violation of the AUP will result in the student losing access to technology supplied by MAS.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District’s Education Technology and the Internet for instructional purposes.

## G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Parents must sign a consent form to allow their child to use Chromebooks at Manistique Area Schools. The consent form is included with this manual.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

[Include this section if your school provides access to Additional Services -- learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>] In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

[Insert names of Additional Services enabled by the school administrator - e.g. YouTube, Blogger, Google Maps. A list of additional services is available at <https://support.google.com/a/answer/181865>, and instructions for administrators about how to enable or disable them are available at <https://support.google.com/a/answer/182442>.]

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Manistique Area Schools. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals

outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting [insert contact information for school administrator]. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Mary Hook, Director of Technology, Library and Media.. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

## COMMUNICABLE DISEASES

The principal (or designee) will isolate students that exhibit symptoms of a communicable disease (vomiting, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, diarrhea). Students will be isolated in the quarantine room and be picked up by parents/guardians.

## CLOSED CAMPUS

The Manistique Area Middle and High School is a closed campus. Students are not permitted to leave campus without permission of a school official. Parents must physically come to the school and sign their child out if they are taking them off campus at lunchtime. **Students leaving campus for appointments can be called out by parents but must return with documentation of the appointment.** This applies to students 18 years of age and older.

## **COMMENCEMENTS**

Participation in the graduation ceremony is a privilege not a right. Only students that have completed all graduation requirements will be permitted to participate in commencement ceremonies. Behaviors that cast a negative light on the District may cause the student to lose commencement privileges. Students may not alter graduation attire.

## **CONCUSSIONS AND HEAD INJURIES**

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age. State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

## **DANCES**

1. Manistique Area School student dances will be for Manistique Area School students and their previously approved guests ONLY. Middle School – 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades / High School – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grades.
2. A Manistique High School student may sign up ONE approved guest on a list IN THE PRINCIPAL'S OFFICE during the week prior to the dance. Guests WILL NOT be able to sign up at the entrance to the dance.
3. The doors at the dance will be open for the first thirty minutes of the scheduled dance. At formal dances (prom/homecoming) doors will be open one hour only.
4. Once a student leaves the building from the dance, the student CANNOT re-enter under any circumstances.
5. A school dance is considered a school event and all school rules of conduct apply.
6. There must be a minimum of two chaperones, including at least one faculty member.
7. Advertising for Manistique High School dances shall be limited to the school building only.
8. High school dances will be finished by midnight. Sponsoring clubs and organizations must consider this when contracting bands. Exceptions must be approved in the office.
9. Prom attendance is a privilege and may be revoked by administration as a result of misbehavior.

## **DIRECTORY INFORMATION & FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. ESEA provides military recruiters, upon request, access to specific information on a secondary school student, unless the parent of the student or the student opts out of the disclosure of this information, in which case the information may not be released without the parent or student's prior written consent.

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

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

### **DISCRIMINATION**

Individuals shall not be discriminated against on a basis of age, religion, sex or sexual orientation. Students who feel they have experienced discrimination should report it to school administration.

### **DRESS CODE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment. • Student dress (including Face Masks) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images. • Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. • Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day. • Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education. • Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. • The length of shorts or skirts must be appropriate (finger tip with arms extended at sides) for the school environment. • Shirts/blouses should appropriately cover a female student's chest and have straps that are at least 3 fingers wide. Shirts must overlap with pants, shorts or skirts. Appropriate footwear must be worn at all times. • If there is any doubt about dress and appearance, the building principal will make the final decision. • Students whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. Students not wearing appropriate clothing will be excluded from classes until a parent or legal guardian can be contacted. Time lost due to dress code violations is unexcused.

### **DUE PROCESS RIGHTS**

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

- A. Students subject to suspension: A student and his/her parent/legal guardian must be given notice of suspension and the reasons therefore, and the opportunity to respond to the charges against him/her.



- B. Students subject to expulsion: A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The hearing may be private, but the Board must act publicly.

### **EARLY ADVANCEMENT**

Students wishing to advance themselves in the earning of credits used towards graduation will utilize Michigan Virtual High School. The school will assist the students in this endeavour but all deadlines and fees associated with this process are solely the responsibility of the student and their parent/guardian. This process may occur during the summer or during zero hours. Early Advancement courses will earn credits towards graduation but will not impact GPA or class ranking.

### **EARLY DISMISSAL**

Early dismissal dates occur eleven times each school year. They are used for teacher professional development and on semester exam dates. Early dismissal days end at 11:04 and alternate between periods 1, 2 and 3 and 4, 6 and 7. Lunch runs from 11:05 to 11:35 and is optional on these dates. Non-bussing students that are not eating lunch are expected to leave the campus. Busses depart the Middle and High School at 11:50.

### **EDUCATION FOR STUDENTS WITH DISABILITIES**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school. For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year. For the purposes of complying with Section 504, a "student with a disability" is a person who: (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities; (2) Has a record of such an impairment; or (3) Is regarded as having such an impairment. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **EMERGENCY SCHOOL CLOSINGS**

In case of bad weather, changes in COVID phase, or other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 5:45 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Facebook, Twitter, automated phone call, etc. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### **EXAM POLICY**

Exams may take the form of a written test, a class project, or performance. Each teacher will choose the form of the test, which most appropriately reflects the nature of the class.

#### **1st and 2<sup>nd</sup> Semester Exam Exemption**

Students who earn a 90% or higher semester average by the Friday before exams will be exam exempt.

Semester exams MUST be made up within the following one week of the end of each semester. Unexcused absences on the day of an exam will result in a zero for exams missed. Semester exams are not taken early.

### **FINES & DUES**

Students failing to pay fines or dues to the Manistique Area Schools or have unresolved discipline issues are subject to loss of commencement ceremonies.

## FOOD SERVICES

Breakfast is served every school day from 7:50 a.m. to 8:05 a.m. Starting at 11am, there are four lunches: grades 7&8, 6th grade, HS lunch 1 and HS lunch 2. When there is an early dismissal lunch is served at 11:05 am. Students in all grades will adhere to a seating assignment.

Prices are listed below:

	regular price	free and reduced
breakfast	\$1.00	\$.30
lunch	\$3.25	\$.40

## FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: Failure to receive appropriate permission from parent/guardian or teacher; failure to complete appropriate coursework; behavioral or safety concerns; denial of permission from administration; other reasons as determined by the school.

## FUND RAISING

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

## GRADE LEVEL REQUIREMENTS

Middle School students must earn five credits per year in order to be promoted. Credit recovery programs will be made available through the District and outside agencies. Parents will be responsible for the cost of credit recovery programs. A meeting with parents and administration must be held to approve credit recovery plans. No student will be promoted to the next grade level without the necessary credits. Students utilizing Odysseyware through the District shall pay \$110.00 per credit attempted.

Student class placement will be determined in the following manner:

- Less than five credits - FRESHMAN
- Five credits to less than eleven credits - SOPHOMORE
- Eleven credits to less than seventeen credits - JUNIOR
- Seventeen credits or more - SENIOR

Students enrolling from schools having different graduation requirements will have their credits prorated for class placement. High school correspondence courses are offered to students to make-up lost credits at the cost of the student.

At the end of the first semester in the senior year, senior students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for senior honors. Seniors are expected to maintain a high level of performance throughout the entire year as transcripts include grades and attendance from the second semester. Inclusion of a student in graduation honors such as Valedictorian, Salutatorian and Top 10 will occur only if the student has been enrolled and completed **five semesters** at Manistique High School. A student who has not been enrolled and completed four semesters will not be eligible for local scholarships.

- GPA to be calculated after 1<sup>st</sup> semester of senior year.
- Students must have attended MHS for at least 5 semesters.
- GPA is calculated to 3 decimal places (1000ths).
- Due to weighted courses, students may have a GPA higher than 4.0
- The following courses will be weighted on a 5.0 scale: AP courses and dual-enrollment Math, Science, English, and Social Science courses of level 200 or higher.

- Only courses taken at MHS, through DSISD, approved dual-enrollment courses, and Michigan Virtual High School courses count in the GPA calculation. Specifically, correspondence and other non-dual-enrollment courses do not count in GPA calculation.
- Transfer students incoming GPA will count in calculations.
- MHS students who become foreign exchange students will earn credit toward graduation; however, the GPA for credits earned in a foreign country will be entered as “pass/fail” or “credit/no-credit” and the GPA for those credits will not be factored into GPA calculations for graduation honors.

**GRADING AND PROMOTION**

Report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

**GRADUATION REQUIREMENTS**

Manistique Area Schools Board of Education (with guidance from the MDE) set the following requirements for graduation for the Manistique Area Schools:

**I. 23 total credits are required for graduation with a diploma:**

English.....	4 credits in sequence
Mathematics.....	4 credits including
Algebra I	
Geometry	
Algebra II (Algebra IIa)	
One math credit required to be taken senior year	
Science.....	3 credits including
Physical Science	
Biology	
Chemistry or Physics	
Social Studies.....	3 credits including
World Geography/World History	
U.S. History	
American Government/Economics	
Physical Education/Health.....	.5 + .5 credit
VPAA (Visual, Performing or Applied Arts).....	1 credit
Foreign Language, fine or practical arts, OR vocational education.....	2 credits
Elective credits.....	5 credits

Half credits are awarded at the completion of each semester. Students who earn a passing grade (D- or better) in a class that meets for one class period for one semester are eligible for 0.5 credit per class per semester.

**II. Computation of Grade Point Average (G.P.A.)**

Grade Point Average is computed on a 4.0-point system as follows:

<b>4.00 = A = 100 - 93%</b>	<b>2.00 = C = 76 - 73%</b>
<b>3.67 = A- = 92 - 90%</b>	<b>1.67 = C- = 72 - 70%</b>
<b>3.33 = B+ = 89 - 87%</b>	<b>1.33 = D+ = 69 - 67%</b>
<b>3.00 = B = 86 - 83%</b>	<b>1.00 = D = 66 - 63%</b>
<b>2.67 = B- = 82 - 80%</b>	<b>0.67 = D- = 62 - 60%</b>
<b>2.33 = C+ = 79 - 77%</b>	<b>0.00 = F = 59 - 0%</b>

5 pt scale for AP AND 200 level dual enroll

5.00 = A = 100 - 93%	3.00 = C = 76 - 73%
4.67 = A- = 92 - 90%	2.67 = C- = 72 - 70%
4.33 = B+ = 89 - 87%	2.33 = D+ = 69 - 67%
4.00 = B = 86 - 83%	2.00 = D = 66 - 63%
3.67 = B- = 82 - 80%	1.67 = D- = 62 - 60%
3.33 = C+ = 79 - 77%	0.00 = F = 59 - 0%

Students graduating with a cumulative G.P.A. of 3.0 or higher will be designated as honor students. Class rank is also figured on this same scale, using a student's cumulative grade point average from grades 9-12.

**GUIDANCE**

The Student Success Worker may be used for academic as well as personal matters. Contact Mrs. LaVigne at 252-4305 for assistance.

**HALL INFORMATION**

Students in the hall during class time must have a pass or they will receive detention time. Only one student is to be excused from a classroom at a time. This should be done on a limited basis.

**HALLWAY POLICY**

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided and help keep our school clean. Students must possess a hall pass while in the hallways during class periods.

**HOMEBOUND/HOSPITALIZED INSTRUCTIONAL SERVICES**

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part time are expected to do so and do not qualify for homebound and hospitalized services. For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

**HOMEWORK POLICY**

It is the expectation of the district for all students to successfully complete their assigned homework. Failure to accomplish this could result in a Saturday morning opportunity to make up any homework assignments. This would be done through the principal with the recommendation of a teacher and with the consent of the parent.

**IMMUNIZATIONS**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to the Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

**LIBRARY**

Students must accept responsibility for all materials borrowed from the library, and pay for any lost or damaged books or materials.

## **LOCKERS**

Students will be assigned a locker. Your locker is to be kept clean. Do not write on lockers. Any material posted in lockers must be appropriate and easily removed. Lockers may be checked randomly throughout the year. The school will not be responsible for lost or stolen articles. Bookbags and jackets will be stored in lockers and not brought to class.

## **LOITERING**

Students are not permitted on school grounds unless they are attending a school function. This includes the high school parking lot.

## **LOST & FOUND**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. The office maintains a place where students can search on their own for missing items that may have been turned in at the office. We encourage students/parents to check often. Periodically these items that have not been retrieved are considered abandoned and will be disposed of or given to charity.

## **LUNCH**

Students (for the sense of contact tracing) will sit according to an assigned seat during lunch during one of the four lunch periods.

## **MASKS**

All stakeholders (students and all employees) will demonstrate a firm commitment to the wearing of masks while in the building and on busses prior to the start of the 20/21 school year. Student commitment will be solidified in the form of a signed “Facemask Compact” Masks will be disposed of in designated receptacles located by doorways. Students will learn the importance of the wearing and proper disposal of masks through Tier 1 behavior lessons and other awareness strategies.

## **MAKE UP WORK**

If a student’s absence is deemed non-chargeable, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. Homework will not be collected in the office for daily absences. Refer to Homebound Services for extenuating circumstances.

## **MTSS**

Teaching and learning is directed by the Multi Tiered System of Support. This approach to education puts an emphasis on behaviors, reading and math. Behavioral expectations are explained and taught to students. Behavioral infractions are grouped according to minor and major behaviors with an emphasis placed on the systemic reteaching of behaviors prior to punitive measures therefore reducing time spent out of class as a result of suspensions.

- Building wide (classroom and common areas) behaviors are taught to the student body three times a year.
- Minor infraction #1 = call home, documentation of behaviors in SWISS and reteaching of behavior.
- Minor infraction #2 = call home, documentation of behaviors in SWISS, reteaching of behaviors and a half hour lunch detention.
- Minor infraction # 3 triggers a major infraction and moves a student to the Group Behaviors.
- Minors reset on the quarters, major behaviors reset on the semester.

A system of rewards reinforces positive behaviors (2 or less minors) on the quarter for HS students and monthly for middle school students. Classroom teachers should be celebrating within their rooms to enforce the positive behaviors that everyone has had in creating great days in the classroom.

## **MIDDLE COLLEGE**

Students who wish to be enrolled in the Middle College must be enrolled during the fall of the junior year. See the high school principal for additional information.

## **MEDICATION FOR STUDENTS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. Before any medication or treatment may be administered to any student during school hours, the district shall require a signed "PARENT OR LEGAL GUARDIAN REQUEST FOR ADMINISTRATION OF MEDICATION" form. This form will be available in the office. Only medication in its original container, labeled with the date, if a prescription, the student's name and exact dosage, will be administered. Staff members are to administer prescription medication only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.

- A. All prescription medication shall be kept in a locked storage case in the school office. Meds will not be stored in lockers.
- B. The Board of Education 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.

## **NCAA INITIAL ELIGIBILITY**

Parents and students should be aware that the NCAA has specific guidelines which must be met at the high school level in order to qualify for sports scholarships to participating colleges. Interested students should check their core curriculum annually with a Guidance counselor to verify that they are taking the required courses.

## **OFFICE PHONE**

The office phone at the secretaries desk will not be used by students.

## **OPEN CAMPUS**

Seniors may leave campus for lunch if they are not failing any classes and have zero discipline referrals. This privilege resets on the quarter. Underclassmen may have the option to utilize open campus lunch as a reward associated with the Positive Behavior Interventions System and the Multi Tiered System of Support.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled once during the school year. During the scheduled time, parents are urged to come to the school to confer with teachers. A conference can be scheduled after the during the year that a student or parent would like to visit with a teacher

## **PARKING LOT POLICY**

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Vehicles located in these locations may be ticketed and/or towed by the police. Vehicles illegally parked in handicapped spots will be ticketed. Students attending school may park their vehicles in the front parking lot during regular school hours including times associated with special events. Students may not loiter in the school parking lot during nonschool hours. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or loitering may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are searched by contraband dogs, administration, and police officers. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement. Video cameras are active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **PARTICIPATION FEE**

2019-2020 Participation fees: Cost reflects hot lunch qualifiers:

\$30 for free lunch

\$60 for reduced lunch

\$90 for full pay

Family Caps are \$200 per child or \$300 per family

Fees must be paid within 10 days after practice begins. Student-Athletes will be held out of practice if fees are not paid after 10 days have elapsed.

### **PERSONAL CURRICULUM**

A parent or legal guardian of a student who has completed grade 9 may request a personal curriculum for the student that modifies certain aspects of the Michigan Merit Curriculum.

### **PERSONAL PROPERTY**

The owner assumes the responsibility for all personal property brought on the school campus. Any personal property damaged or stolen while on school property or at a school sponsored activity, unless the school is directly responsible for its damage or loss becomes the financial responsibility of its owner.

### **POWERSCHOOL**

Parents have the ability to view their child's school information over the internet. A link is available at [www.manistiqueschools.org](http://www.manistiqueschools.org). Once connected, you have the ability to view your child's progress in school, such as attendance, grades, discipline and much more. We encourage the use of this tool for tracking progress, but if you do not have access to a computer, you may contact us for progress reports. PowerSchool ID and passwords are available at the beginning of each school year. Parents and students may contact the technology director, Mary Hook, for access at (906) 341-4300 ext. 310 or [mhook@manistiqueschools.org](mailto:mhook@manistiqueschools.org)

### **RESPONSIBLE CELL PHONE USAGE**

High school students are permitted to use cellphones in an acceptable manner during passing, before and after school and during lunch.

- Acceptable uses include:
  - In classrooms to support teaching and learning as determined by teachers.
  - Positive interactions/communications.
- Unacceptable uses include:
  - Inappropriate recordings. Cell phones are never used to record in restrooms, locker rooms or classrooms.
  - Interactions that are intended to cause negative/feelings in others.

Teachers have the authority to control the use of these devices in their classrooms. Failing to comply with teacher directives will result in consequences outlined in the Behavior and Discipline section of this student handbook.

### **SATURDAY SCHOOL**

Students who have violated the Code of Conduct or Attendance Policy may be assigned to Saturday School by the Principal. Saturday School will be in session from 9:00 a.m. to 12:00 noon. A student will have a signed Saturday School slip from the Principal or Dean of Students when they will attend Saturday School for disciplinary measures. A student that skips Saturday School (assigned for disciplinary measures) will automatically be assigned to In School Suspension on the following Monday. Students that skips Saturday School (assigned for disciplinary measures) and skips school on Monday will receive zeros for assignments missed on Monday. A student and/or parent may request to attend or send his/her child to a Saturday School for academic assistance.

### **SCHEDULING, ASSIGNMENTS AND DROPPING CLASSES**

Schedules should be picked up the week before school, and any problems with schedules should be taken care of at that time. The following factors must be considered when requesting schedule changes:

1. All students are required to enroll for six instructional hours.
2. Drop and add will be considered for 3 days after the first day of school. Special problems may be considered beyond the one-week period. Second semester drop/add is by recommendation only.
3. Students must have a class to add before they may drop.
4. Procedure for drop and add:
  - a. Check the schedule of classes in the guidance office to see if the drop and add can be arranged.
  - b. If an alternate course can be added, see your counselor for a drop and add form. (The counselor will then outline the steps to be followed for approval.)
  - c. If the counselor issues a drop and add form, it must be signed first by the student's parent or legal guardian and returned to the counselor.
  - d. The counselor will sign (after parental approval) the drop and add form and distribute copies to the student, teacher added, teacher dropped, and to the attendance office. The drop and add form will indicate the date the change is effective.

### **SEARCH & SEIZURE**

School authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.



## **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **SCREENING FOR COVID 19**

Screening and the reaction to symptoms and/or positive cases will be handled in conjunction with the local health department and according to CDC protocols.

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or 2. Has the purpose or effect of: 1. Substantially interfering with a student's educational environment 2. Creating an intimidating, hostile, or offensive educational environment; 3. Depriving a student of educational aid, benefits, services, or treatment; or 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

## **SCHOOL SUPPLIES**

Students are to check the school website prior to the start of school for a list of grade specific supplies. Supplies should not be shared.

## **SOCIAL DISTANCING**

Students will adhere to the social distancing guidelines associated with being inside the Manistique Middle and HS. These guidelines will be taught at the beginning as Tier 1 behaviors.

## **STATEMENT OF NONDISCRIMINATION**

The Manistique Area Middle and High School does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. The Manistique Area Middle and High School is an equal opportunity employer.

## **TESTING OUT**

Students may earn credit for the course by earning a minimum of a C+ (77% - 79%). The test out date will be announced at the beginning of the Semester. There will be a single date when students can attempt to 'test out' in the HS library. Additionally, a student is eligible to take the final examination in the course at the same time it is being offered to students currently enrolled in the course. Credit earned under this policy shall be based on a "pass" grade and shall not be included in the computation of a student's grade point average for any purpose.

## **TEXTBOOKS, CHROMEBOOKS & MATERIALS**

Each student is issued the necessary textbooks, ChromeBook and some class materials for each of his/her classes. It is the **student's** responsibility to properly care for his own books, ChromeBook and materials. The student will be held responsible if his books or ChromeBook is damaged, lost or stolen. Students will be charged for any projects created by the student, which are in addition to the basic course requirement.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

## **VIDEO MONITORING SYSTEM**

A video and/or audio monitoring system are in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **VOLUNTEER INFORMATION**

The volunteer Information form and Waiver Liability can be found linked to the Middle and HS website or picked up in the main office.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Meetings with teachers and administration will be honored by appointment only. Parents/guardians are not permitted to drop lunches or lost/forgotten items during the day. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespassing.