

SUMMERFIELD JUNIOR/SENIOR HIGH SCHOOL

2022-2023 STUDENT HANDBOOK



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FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal at the high school.

DISTRICT MISSION STATEMENT

The Summerfield School District is dedicated to the concept that all students can learn in a safe, positive, stimulating, and caring environment.

BELIEFS

We believe learning should be a positive experience for students, staff, parents and community.

We believe students should be taught problem solving skills.

Although learning styles and capabilities may differ, we believe every child can learn to maximize their potential. Gifted and talented activities to help differentiate and supplement core programs and academic competitions should be offered to high potential students. The needs of "working below grade level" and "at risk" students should also be addressed.

We believe students should be taught to function effectively in the world in which they will live.

We believe parents should be an integral part of their child's education.

We believe students and staff should be encouraged to utilize effective communication skills.

We believe students should be taught manners, values and responsibilities, as modeled by the staff.

We believe staff development and school improvement are ongoing processes.

We believe students should be taught the value of mental and physical well-being.

We believe the entire physical environment of the school district's facilities should be safe and conducive to learning.

VALUES FOR SUMMERFIELD SCHOOLS

We, the Board of Education, mindful that public education has always meant education for good citizenship and family values and eager to provide moral support for moral behavior in these difficult times of social change, approve the following code of conduct for students and teachers to serve as the basis for values education. These values are historic American values, which have been endorsed by American citizens of all religions, and no religion, to strengthen ethical behavior:

I will accept responsibility for all my actions.

I will respect the dignity and property of my fellow students and teachers and will never

seek to do them harm.

I will keep all the promises I make, fulfilling the trust that other people place in me. I will complete projects and courses of study which I have begun.

I will strive for excellence in all my work and will respect achievement in my fellow students.

I will discipline myself to listen, learn and study, recognizing that long-run achievement is more important to my happiness than short-run pleasure.

I will not use any substance which will destroy my health and undermine my dignity.

I will respect the authority of my parents and teachers, because that authority is necessary for the welfare of my family, school and community.

I will train myself to be useful to others.

I will work together with others to improve my school, community and world. We further recommend that these values be integrated into the curriculum whenever possible.

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SUMMERFIELD JR/SR HIGH SCHOOL 2022-2023 BELL SCHEDULES

Doors open to students at 7:30AM

Warning Bell at 7:50AM

Junior High Regular Day

1st Hr <i>w/announcements</i>	7:55-8:47	<i>52 min</i>
2nd Hr	8:51-9:39	<i>48 min</i>
3rd Hr	9:43-10:31	<i>48 min</i>
Bulldog Achievement Time	10:35-11:00	<i>25 min</i>
A Lunch	11:03-11:28	<i>25 min</i>
4th hour	11:31-12:24	<i>53 min</i>
5th Hr	12:28-1:16	<i>48 min</i>
6th Hr	1:20-2:08	<i>48 min</i>
7th Hr	2:12-3:00	<i>48 min</i>

Senior High Regular Day

1st Hr <i>w/announcements</i>	7:55-8:47	<i>52 min</i>
2nd Hr	8:51-9:39	<i>48 min</i>
3rd Hr	9:43-10:31	<i>48 min</i>
4th Hr	10:35-11:28	<i>53 min</i>
B Lunch/Bulldog Achievement Time	11:31-11:56	<i>25 min</i>
C Lunch/Bulldog Achievement Time	11:59-12:24	<i>25 min</i>
5th Hr	12:28-1:16	<i>48 min</i>
6th Hr	1:20-2:08	<i>48 min</i>
7th Hr	2:12-3:00	<i>48 min</i>

Half Day

1st Hr <i>w/announcements</i>	7:55-8:27	32 min
2nd Hr	8:31-9:00	29 min
3rd Hr	9:04-9:33	29 min
4th Hr	9:37-10:06	29 min
5th Hr	10:10-10:39	29 min
6th Hr	10:43-11:12	29 min
7th Hr	11:16-11:45	29 min

Two Hour Delay

1st Hr <i>w/announcements</i>	9:55-10:30	35 min
2nd Hr	10:34-11:07	33 min
3rd Hr	11:11-11:44	33 min
4th Hr - A Lunch	11:48-12:13	25 min
4th Hr - B Lunch	12:16-12:41	25 min
4th Hr - C Lunch	12:44-1:09	25 min
5th Hr	1:13-1:46	33 min
6th Hr	1:50-2:23	33 min
7th Hr	2:27-3:00	33 min

Full Day Exam

Regular morning class schedule

5th Hr	12:28-1:03	35 min
6th Hr	1:07-1:42	35 min
7th Hr EXAM	1:46-3:00	74 min

Half Day Exam

1st Hr EXAM / 4th Hr EXAM	7:55-9:09	<i>74 min</i>
2nd Hr EXAM / 5th Hr EXAM	9:13-10:27	<i>74 min</i>
3rd Hr EXAM / 6th Hr EXAM	10:31-11:45	<i>74 min</i>

Assembly

Regular morning class schedule

5th Hr	12:28-1:02	<i>34 min</i>
6th Hr	1:06-1:40	<i>34 min</i>
7th Hr	1:44-2:18	<i>34 min</i>
Assembly	2:20-3:00	<i>40 min</i>

GENERAL INFORMATION

The school includes curricular and extracurricular activities, which foster creativity, teach problem solving, develop leadership, and prepare a student for a career. Students are challenged to achieve academically, develop positive social relationships, and practice responsible citizenship. Each student is recognized as a unique individual with differences in ability, interests and instructional needs. The school is part of the larger community in which learning takes place. Summerfield High School encourages interaction between school and community as students continue the life long process of education.

JUNIOR HIGH ACADEMIC REQUIREMENTS/PROMOTION POLICY

The faculty, administration and school board desire that each student earn the right to be promoted to the next grade.

All Junior High School students must earn 5 1/2 credits. All Junior High School students must pass three out of the four core classes, English, Math, Social Studies, and Science, to be promoted to the next grade.

The student's ability will be taken into consideration. Professional observation, testing and evaluation as needed to determine his/her capacity to learn will determine this.

Each academic area is worth one (1) credit - Science, Math, English, Social Studies = 4 credits

Band	1 credit
Physical Education/Health	1 credit
Enrichment	1 credit
Computer Science	1 credit
Spanish	1 credit
Art	1 credit

A student who wishes to earn credits not attained during the school year may earn a maximum of two (2) credits towards promotion in summer school, and/or tutoring.

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school in the Summerfield School District, students must successfully complete the following requirements:

A student receives ½ credit for each semester hour course that is successfully passed. It is possible for students to earn 7.25+ credits per year during each of their four years of 9th, 10th, 11th and 12th grade enrollment.

Beginning with the Class of 2026, the minimum requirement for graduation is 26 credits (previously, the graduation requirement was 23 credits). To adjust towards the 26 credit mark, the minimum graduation requirement is 25 credits for the Class of 2025, 24 credits for the Class of 2024, and 23 credits for the Class of 2023.

GRADUATION REQUIREMENTS

English (9, 10, 11, 12) or English Survey	4 credits
Algebra 1, Geometry, Algebra 2 or 2A	3 credits
Personal Finance	1 credit
Physical Science	1 credit
Biology	1 credit
Chemistry	1 credit
World Studies	1 credit
American History	1 credit
Civics/Economics	1 credit
Physical Education	.5 credits
Health//First Aid	.5 credits
Foreign Language	2 credits
Visual, Performing or Applied Arts (VPAA)	1 credits
Bulldog Achievement Time (BAT)*	1 credit
Electives	<u>7 credits</u>
	26 Total

* ¼ Credit for BAT per year (prior to the 2022-2023 school year, students earned ¼ Credit of Directed Study per year)

NOTE: Fine Arts: Art I, Art II, Art III and Art IV

Performing Arts: Band, Choir

Vocational Education: Cooperative Education classes completed on other area high school campuses

Beginning with the Class of 2016, students are required to complete two years of World Language to satisfy the Michigan Merit Curriculum. This credit may be earned in the Junior High with successful completion of Spanish 7 and Spanish 8. If a student does not successfully meet the requirement in the Junior High, students are required to earn credit in Spanish 1 & 2 while in high school. The State of Michigan does allow a Career-Technical or VPAA course to be substituted for the second foreign language credit.

Every student must take the Michigan Merit Exam to be eligible for a Summerfield School District diploma.

NCAA ELIGIBILITY - JUNIORS AND SENIORS

If you are planning to enroll in college as a freshman and you wish to participate in Division I or II athletics, you must register and be certified by the NCAA Eligibility Center. To be certified by the

Eligibility Center, the student must graduate from high school and meet NCAA academic standards.

Information on NCAA Academic Eligibility Requirements can be found on the following website: www.eligibilitycenter.org

PERSONAL CURRICULUM

The Personal Curriculum option is a process used to modify specific credit requirements and/or content expectations for high school students. These modifications are based on the individual learning needs of the student. It is designed mainly for two groups of students: (1) students who want to accelerate their learning or go beyond the Michigan Merit Curriculum (MMC) requirements, and (2) students who need to individualize their learning requirements in order to meet the MMC requirements for graduation. All students are entitled to apply for a Personal Curriculum and should contact the school office for more information.

TESTING PROGRAMS

NWEA

The Northwest Evaluation Association (NWEA) is a research-based, not-for-profit organization that supports students and educators worldwide through assessment solutions that precisely measure academic growth and proficiency - and provide insights to help tailor instruction. The NWEA test is administered to students in 7th and 8th grade every fall and every spring, measuring their growth and proficiency in mathematics and in language arts (one test is given on each day).

PSAT 8/9, PSAT 10, and SAT

The State of Michigan provides the PSAT Suite of testing for grades 9 and 10 each year in the month of April. When students participate in this testing they are provided with a statistically reliable prediction of their score on the SAT to be taken in their 11th grade year. Results from these assessments are also used to measure student growth, college and career readiness, and monitor the effectiveness of the high school curriculum.

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT/NMSQT)

The Preliminary Scholastic Aptitude Test (PSAT) is offered once per year – on a national testing date in October. Study guides are available when a student registers in September. Freshmen, sophomores and juniors may take the PSAT on the October test date, affording them the opportunity to practice and prepare for the SAT in their junior year. As well, their scores are entered into the National Merit Scholarship Competition.

MICHIGAN MERIT EXAM

All Michigan Juniors are required to take the Michigan Merit Exam. There are three total days of testing required to complete the exam and all parts must be taken for a student to be eligible for a Summerfield diploma. The first test is the SAT, which is used to assess their college readiness.

The second test is the ACT Workkeys, which assesses the student's career readiness. The third piece of the MME is a two-part test assessing the social studies and science curriculum required by the State of Michigan. Every student must complete the Michigan Merit Exam to be eligible for a Summerfield diploma.

ASSESSMENT FOR CREDIT

Students are eligible to request to take an Assessment for Credit beginning in May of the eighth grade year and each subsequent year. The credit earned will count toward meeting graduation requirements. There is no maximum number of credits students may earn. Students may earn credit if they successfully complete subject area content expectations or guidelines for the credit with an assessment score of 78% or better. In addition to an examination, the assessment may include a portfolio, performance, paper, project or demonstration.

Procedure for Assessment for Credit:

1. The student will meet with the principal and/or guidance counselor to request consideration. The counselor will advise the student on the suitability of taking the assessment.
2. Students may obtain the following from the high school:
 - A. Course Syllabus
 - B. Benchmarks and High School Course Content Expectations
 - C. Assessment tasks the student will have to perform and to what standard
 - D. Resource List. Textbooks will be provided if they are available. Students must return the book prior to the exam.
3. All assessments will remain the property of the school district and will not be returned to the student.
4. Credits earned through Assessment for Credit will not be included in the computation of the grade point average. The grade will be noted on the transcript as Pass.
5. Students must follow the prerequisite course sequence if one is required.
6. If a student fails to earn credit through traditional school enrollment, and then earns credit through the Assessment for Credit process, the initial grade remains on the student transcript.

ONLINE COURSES

Several online courses are available to Summerfield students. In order to be approved for an online elective, a student must have a 2.5 GPA or better and be a student in good standing. (Good standing means they are on pace to graduate with their class.) Students who enroll in an online class must achieve a grade of "C" or better to be approved to enroll in another online class in a subsequent semester. An *Online Learning Contract* will be created detailing the expectations for

success that will be required before enrollment in an online class. Circumstances where online courses may be approved include:

1. Elective Credit

When an appropriate course is not available in the classroom setting, an online course may be approved.

2. Credit Recovery

When a scheduling conflict does not allow repeating a failed course in the traditional classroom setting and the course is required for graduation, an online course may be approved.

3. Advanced Placement

When a student has demonstrated a level of achievement that would make an AP course appropriate, an online course may be approved.

DUAL ENROLLMENT PROCEDURES

Students can take college level courses that may count for both high school and college credit(s). Students at Summerfield High School may enroll at Monroe County Community College. Tenth, eleventh, and twelfth grade students who meet the following criteria are eligible for tuition fees paid by Summerfield Schools.

State law (Public Act 160 created the Post Secondary Enrollment Options Act – PSEO) mandates that tuition, mandatory fees, and registration fees be paid only if the following criteria are met:

1. The student must have a cumulative GPA of no less than 2.5.
2. The student must be enrolled full time as a sophomore, junior, or senior.
3. The student must be enrolled in the post secondary institution during the academic school year.
4. The post secondary course must not duplicate a course offered at the school.
5. The student must be enrolled in courses at the high school and be carrying a combination of seven (7) classes between the two institutions.
6. Students, who withdraw from a college course, may not be approved to dual enroll in subsequent semesters.
7. A student must obtain a grade of C or better in a dual enrollment course in order to dual enroll for a subsequent semester.
8. Eligible college courses:
 - 1) The course is not offered by Summerfield High School

- 2) The course is offered by Summerfield High School but is not available to the student because of scheduling conflicts beyond the student's control
 - 3) The college course cannot be hobby, craft or recreational, physical education, theology, divinity or religion education.
9. Textbooks may be reimbursed by the school district up to the total allocation of funds provided by the state, after proof of passing the course. The student is responsible for the up front cost of textbooks covered by state funding.
 10. If the student drops or fails the dual-enrolled course, they will be required to reimburse Summerfield High School all of the tuition, mandatory fees, and registration fees that apply.
 11. Students must designate their intent to take the course for both high school and college credit before the course begins. If a student elects to take the course for High School Credit, the grade for the course will be included in the high school GPA. If the student takes the course only for college credit, the grade will not be included in the high school GPA.

COLLEGE VISIT AND IN-SCHOOL VISITATION PROCEDURES

1. Students will be limited to two college visitations per year during school time.
2. In order for a college visit to be converted to a field trip in the student's attendance record, the following procedures must be followed:
 - A. Provide a note to the office at least two (2) days in advance from your parent granting permission to be absent from school for a college visit.
 - B. ***Your parent must attend*** the college visit with you.
 - C. Provide documentation from the college to the office.
3. In-School College visitation requirements: The classroom teacher retains the right to have affected students complete any tests or quizzes prior to attending the information session.

STUDENT GRADES AND THE GRADING SYSTEM

1. Cheating

- A. Cheating is not acceptable.
- B. Penalties for cheating may include: parent contact, detention, 0 grade on work, F for nine weeks, F for semester (could also impact athletic eligibility, NHS membership, etc)
- C. Cheating on standardized tests may result in suspension and will result in notification to parents and sanctions required by the MDE office will be followed.

2. Progress Reports: Progress reports will be ready the fifth or sixth week of the marking

period. Check Infinite Campus.

- 3. Participation and attendance:** A teacher may count up to 20% of a student's academic grade on the basis of class participation. Participation includes attitude, cooperation and attendance. Exception to this in Physical Education and Directed Study.
- 4. Promotion Requirements:** To be classified as a sophomore, a student must have a minimum of 5 credits; a junior 10 credits; a senior 16 credits.
- 5. Repeating Classes:** Students may be approved by the building administrator to repeat a class they earned credit for in the past. In certain situations, a math class may be repeated for elective credit which must be approved by the building administrator.
- 6. Report Cards:** Cards are available at the end of each semester. Check Infinite Campus.

7. Semester Exams

- A. Semester and final exams or their equivalent are required.
- B. Failure to take an exam without an excuse will result in a failing grade for the exam.
- C. The individual teacher determines the degree that the exam will affect the final grade up to 20%.
- D. At the DISCRETION of the teacher, a student may be exempted from the semester exam, and/or a senior with less than 5 days absent and an A- average may, at the DISCRETION of the teacher, be exempted from the SECOND semester exam.

8. Common Grading Scale:

A+ = 100+	A = 93-99	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62

- 9.** High school students taking AP Courses that are offered will be graded on a 5.0 scale.
- 10.** Eighth graders who successfully pass a required course under the MME will be awarded credit for the course. These courses will not be a part of a student's overall G.P.A.

AWARDS AND HONORS

1. Awards Assembly

At the Awards Assembly each school year, special awards are given to seniors and other students for outstanding achievements within individual classes and across content areas.

2. Honors Program

Students achieving Honor Roll status, for three marking periods, are invited to attend the Honors Program.

3. Honor Roll

Students achieving all A's and B's or a 3.50 grade point average without receiving a D are placed on the honor roll each marking period.

4. National Honor Society

An organization which recognizes outstanding students who show academic excellence as well as leadership, integrity, character, and service to the school and community.

- A. Eligibility begins after 4 semesters.
- B. Application, including essay, is required for membership consideration. Members are chosen from the Junior and Senior classes by faculty and administration.
- C. A 3.5 GPA is required to be a member of the National Honor Society.
- D. First year members are required to complete thirty (30) volunteer service hours, second year members are required to complete forty (40) volunteer service hours.
- E. Officer positions of President, Vice President, Secretary, Treasurer, and Public Relations are elected each spring.
- F. **Additional information on National Honor Society membership and requirements is available in the group's Bylaws, and may be obtained from the Chapter Advisor.**

5. Honors and High Honors

- A. Honors – 3.0 – 3.665
- B. High Honors – 3.666 or higher

GUIDANCE AND COUNSELING

A full time School Counselor and School Social Worker are both available to assist students. The School Counselor specializes in assisting students with academic and personal support, including reaching their college and career readiness goals. The School Social Worker specializes in individual and group counseling and behavioral health, while working to improve the school's overall social emotional culture. Appointments may be scheduled with either individual, and in case of emergency drop-ins are always welcome.

Additional mental health and counseling resources are also available through the Monroe County Intermediate School District, including a therapist who visits the district once a week to see students. Please see the Principal for more information or a referral.

1. Schedule and class changes

- A. Schedule changes will only be permitted with sufficient reason. Remember that a great deal of time and effort have gone into building, selecting and balancing of a master schedule. Students were given educational development plans, career exploration and a course description book to help them with class selections. Parents were then asked to review and affirm the course selections that each student had made for the upcoming school year. Because of the balance that now exists within the classes and a consistent fairness policy, schedule changes will be made for the following reasons only:
 - 1) The student is involved in co-op.
 - 2) The student has signed up for dual enrollment.

- 3) An NCAA requirement or university requirement is unmet.
 - 4) An administrative initiated schedule change.
 - 5) In some special situations and with the approval of the principal, teacher and parents.
- B. The same approval is necessary for a subject to be dropped at the end of a semester.
- 1) Scheduling correspondence courses and other out of school classes.
 - 2) Arranging classes for students who must leave school due to illness or other reasons.
- C. Career Planning
- 1) Additional information concerning jobs and training can be obtained from the counselor
 - 2) Students who plan to attend college should:
 - a. Begin college applications early in their senior year. Waiting too long may result in failure to be accepted or loss of scholarship money or financial aid.
 - b. Listen for announcements referring to dates for tests, scholarship applications, etc.
 - c. Try to attend College Night to obtain needed information.
 - d. Check government, industry, and specific universities for possible scholarships.

STUDENT PRIVILEGES

1. To participate in athletics and extracurricular activities.
2. To work through the Student Council, faculty, and administration for appropriate changes in school rules, curriculum, course content, and extracurricular additions.
3. To use the school building before and after school.
 - A. Club meetings, group activities, etc., may be held after school, if an advisor is present.
 - B. All activities must be approved by the advisor and administration.
 - C. Students not under supervision of a faculty member are expected to vacate the building by 3:15 p.m.
4. To participate in a school field trip, or other school sponsored trips, is a privilege.
 - A. A student who has accumulated three or more days of suspension or six detentions, for a year, will not be able to participate.
 - B. The student is expected to be in school on the day of the field trip and complete alternate instructional materials.
 - C. A student who has violated the 10 day attendance policy during the 1st or 2nd semester during the school year will not be able to participate.

STUDENT RESPONSIBILITIES AND SERVICES

1. Announcements

- A. All announcements must be signed by an advisor and brought to the office by 8:30 am
- B. Announcements are made during Bulldog Time. They are posted on the counter in the principal's office and a link is put on Twitter for the public to access.

2. Books and Supplies

- A. Paper for assigned work will be supplied.
- B. Cost of lost or damaged books must be paid for at their replacement value.
- C. School projects constructed for home use (art, etc.) must be paid for by the students.
- D. Students should use book covers for all textbooks.
- E. Students withdrawing from school must have a release form signed by all assigned class teachers. All books and school material must be returned. All debts must be paid.
- F. Students will be expected to pay a percent of the cost if they break a school issued item. For example: A \$20 fee will be assessed for a broken graphing calculator. Full replacement value when an item is destroyed through negligence as determined by the building administrator.

3. Cafeteria

- A. Students should not cut into the lunch line.
- B. Glass pop bottles are not permitted in the building.
- C. All food should be eaten in the cafeteria.
- D. Students are not permitted to leave the cafeteria during their lunch period without permission.

4. Computer/Internet Usage

- A. No games will be played on the computers.
- B. No social media use without staff permission.
- C. The network is provided for students to conduct research and complete class assignments. Access to network service is given to students who agree to act in a considerate and responsible manner. All students must complete an internet/computer acceptable use form which must be approved before using the internet. Access is a privilege - not a right. Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply. Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor, or control the communications of individuals utilizing the networks. Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators or their designee' may review files and electronic communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such

guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

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

Violations may result in a loss of access as well as other disciplinary or legal action. Any student wishing to have access to computers will be required to have a parental permission form on file in the school.

5. Lockers

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, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the school district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purses, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

In an effort to keep the school and district premises free of drugs, school authorities may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student's vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

A. Students should avoid going to the lockers between classes.

B. Keep your locker locked and clean. Under no circumstances should any writing be done

- on a locker nor any items taped or stuck on a locker.
- C. Do not give your locker combination to anyone.
- D. The school is not responsible for items stolen out of lockers.
- E. For the cleanliness of the school, locker inspection will be taken periodically.
- F. Individual lockers will be checked if there is suspicion regarding the student or locker.
- G. Personal locks are not allowed on lockers.

6. Telephone Usage

The office and classroom phones are for school business.

7. Work Permits

- A. Working permits are required for persons 11-17 years of age. They may be obtained in the high school office.
- B. All persons must have a Social Security Card to work. Information may be obtained at any local post office.

8. Backpacks

Backpacks are not to be worn/carried from class to class during the school day. They may be brought to and from school, but during the school day they must be in lockers.

9. Liquid Containers

No two-liters, ½ gallon, or gallon jugs of any liquid are allowed in school.

STUDENT AND SCHOOL POLICIES

1. Tardiness

- A. If you are entering school late, you must obtain a tardy slip from the office.
- B. A student will be considered tardy up to the first ten minutes of class. After ten minutes, a student is considered absent.
- C. No more than three unexcused tardies are allowed per quarter (marking period). Tardies beyond three will result in detentions.
- D. A student detained by a teacher must obtain a pass to be admitted to the next class - the office will not issue passes.
- E. More than three tardies to a class (each marking period) without a pass will result in a detention. Teachers are responsible for issuing student detentions for tardies.
- F. On leaving the school building for any reason or arriving late, the student must get permission from the principal or office personnel and sign the office registration form. Failure to do so may be considered skipping.
- G. Students are not permitted to leave school for non-valid reasons and then return later in the same period or day. We consider a valid reason to be illness, doctor or dentist appointments, and family emergencies. Non-valid reasons include: forgotten athletic practice clothes, forgotten homework, forgotten lunch or lunch money, to drive another student home or various other reasons. If a student leaves without permission, it would be considered skipping. The office will grant permission only for valid reasons.

2. Emergency Procedures

A. Fire Drill

- 1) Continuous sounds of fire horn.
- 2) Close all windows and doors.
- 3) Go through the exit route single file.
- 4) Last person out - close door.
- 5) Get well away from the building.

B. Tornado Drill

- 1) A 30 second continuous ringing of the class bell.
- 2) Leave the window open and the door closed.
- 3) Go out into the hall, face lockers or sit down with your head between your legs as directed by the teacher.

C. School Safety/Intruder Drill

- 1) In the event of an active shooter, refer to the ALICE protocols outlined in the school district Emergency Operations Plan
- 2) Students and staff shall evacuate the building immediately if deemed safe to do so
- 3) If evacuation is not possible, students and staff shall barricade within the building
- 4) As always, call 911 to report the incident

D. Additional information on all emergency procedures is available in the district Emergency Operations Plan, which is available on the website

3. Lost and found department is in the high school office.

4. Passes

Students must have a pass or school planner to be in the halls during class time. Failure to do so may result in a detention.

- 1) It is the student's responsibility to obtain a pass.
- 2) Library passes must be obtained from a teacher giving a library assignment.
- 3) The computer teacher must approve computer room passes.

5. Assemblies

- A. Be courteous to speakers or performers. Talking, booing and stamping of feet are examples of unacceptable behavior.
- B. Attendance at all assemblies is required.

6. Course offerings and description of courses are presented in the Course Selection of the Handbook.

7. Transfer Credits

Students transferring in will be granted credit based upon criteria including the content, length, grading procedures and requirements of the courses taken in the other schools.

8. Summer School Credits

The principal must approve all summer school classes if academic credit is to be granted. A student may only enroll in courses which he or she has failed in the regular high school program. Students who desire an exception to the above regulation may request permission from a committee composed of the Superintendent, Principal and School Counselor.

9. Attendance

The law requires attendance for all persons under sixteen (16) years of age. Attendance is primarily the responsibility of the student and parent. Summerfield students are expected to be in school each period of every day unless they are ill, absent because of a family emergency, or have arranged with the principal to be absent.

Teachers prepare lessons which are expected to be taught just once; hence, missing a class not only interferes with a student's personal educational activities in a subject but also requires that student to provide sufficient evidence which would justify a makeup privilege.

A. Absences

- 1) A student who is absent from class 10 or more times in a semester may lose credit in the class. Students who have reached 10 absences are expected to remain in the class and continue working towards earning credit in the class. For students in violation of the attendance policy, credit can still be earned in one of two ways. Credit may be earned if the student's overall percentage in the class, at the end of the semester (semester % and semester exam), is a 60% or better. For students who fail to achieve a passing semester grade, students can also earn credit by passing the 'semester' exam with a minimum score of 78%.

Absences exempt from the attendance policy include:

- Field trips for classes or scheduled team sports
- Class meetings, club meetings and approved college recruiter visits
- Absences due to a death in the immediate family
- Court ordered absences
- Two approved and verified college campus visits (Junior, Senior students)
- Long-term sickness and other significant tragedies will be considered by School Administration on a case by case basis

Appeal process: The student will be notified in writing when he/she is absent after five and ten days from a class. A written appeal may be filed within one week after any notification of absence. The appeal must include the reasons for absences and provide documentation. The appeals committee will be composed of the principal and two classroom teachers. Unique situations for students who are absent for extended periods of time due to serious illness, emergency situations or hospitalization will be considered by the appeals committee. Appeals will be reviewed within two weeks after receipt. Students may apply for administrative approval in advance of absences if there are unique or unusual circumstances.

- 2) Absences due to medical reasons should be verified by a note, prescription or receipt from a doctor or dentist. Appointment cards are not sufficient evidence to verify the absence.
- 3) If a student is absent, a parent is asked to call the school before noon on the day of the absence. To be readmitted if a parent has not called the school, a signed note stating the reason and dates of absences must be present in the office on the day

the student returns. This needs to be done prior to the start of the school day. This is required regardless of the age of the student. Failure to do this will result in an unexcused absence.

- 4) A note to be excused from school before the conclusion of the school day must be presented in the office prior to the start of classes.
- 5) A student may leave school prior to the conclusion of the school day only by coming to the office and receiving proper authorization from the principal or designated personnel.
- 6) It is the student's responsibility to see the teacher about making up work for days absent. The amount of time to make up work may vary according to the individual teacher's policy.
- 7) A student may not participate in extracurricular activities on the day he or she is absent. Exempt absences are an exception.
- 8) Skipping school may result in parent contact and school disciplinary actions.

B. Student Vacations

The administration and faculty recognize the need for and encourage family-oriented activities. However, vacations at the expense of academic instruction do have an adverse effect on the student's academic progress. The administration and faculty request that parents and/or guardians schedule vacations during the regular scheduled school breaks or during summer vacation.

The purpose of this vacation policy, which includes such activities as hunting, is to provide a reasonable solution to the vacation time taken during normally scheduled school days with the best interest of the student in mind. When a vacation must be taken during regularly scheduled school days, it will not be excused unless the student is going on this vacation with a parent, guardian or adult relative. A student should obtain a permission slip from the office at least three days prior to the commencement of such a vacation. The permission slip is to be signed by all the student's teachers and the student's present grades recorded. It is the student's responsibility to obtain the signatures and grades. The slip must next be taken to the office for certification of the number of days to be excused. The permission slip is to then be signed by the student's parents or guardians and returned to the office at least one day prior to the beginning of the vacation. The student's teacher will provide makeup work in advance, if requested by the student, to the extent possible. The regular attendance policy is in force for this vacation as it is for any other absence. Absence for vacation will count within the ten-day absence limitation.

C. Sickness/Injury

If a student becomes ill at school and cannot remain in the classroom, their parent or guardian will be contacted by phone and the student will go home with them or with a person designated on the emergency card. Please make sure the school knows who and where to call in case of an emergency.

Whenever someone comes to pick up a child, whether it be for illness, doctor appointments, etc., they will be required to sign the child out on the office check-out register. Someone will be there to give you assistance.

10. Medications

There are regulations that must be followed by the school, the parents, and the students to ensure the proper, safe administration of any prescription or non-prescription medication. A form can be picked up at the school office and must be completed by a physician.

The school cannot distribute any medication without the above completed form on file. This form has to be updated at the beginning of every school year. In some cases, students may possess prescription medication at school. This requires approval of parents, doctor and principal. Please refer to board policy regarding medications.

11. Library Regulations

The purpose of the library is to expose students to a variety of reading materials. When students check out a library book, it is their responsibility to return that book on time and in the same condition the book was in when it was checked out. A fine is levied for the days the book is overdue, and for any damages to the book.

STUDENT APPEARANCE

There appears to be a definite relationship between good dress habits, good work habits and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and is not acceptable. Student's appearance must be neat, clean, decent, and appropriate. Any state of dress or grooming, which could constitute a health or safety hazard, or be considered unkempt, unclean, indecent, or inappropriate, will not be allowed. Because of our responsibility to the community and students, health and safety are of the greatest importance in establishing an appropriate and sufficient dress code. Therefore, we must insist on the following partial list of rules, which are not all-inclusive. Other regulations may be added by the building principal:

- A. The student's appearance should be neat, clean, decent, and appropriate.
- B. Shoes must be worn at all times. Slippers and cleats are not permitted in the school building.
- C. Hats or various styles of headdress are not acceptable in school.
- D. Bare midriffs, bare backs, halter-style clothing and tops that are low cut showing cleavage are not permitted. In addition, tops that are drooping well below the armpit, and see-through clothing will not be allowed.
- E. Shorts may be worn all school year. The following regulations apply:
 - 1) Shorts/skirts must be fingertip OR mid-thigh in length.
 - 2) Shorts/skirts that are frayed or have holes in them are unacceptable.
 - 3) Spandex type shorts are not permitted.
- F. Clothing that has holes above fingertip OR mid-thigh length are not permitted. No undergarments or skin may be showing.
- G. Outdoor clothing (as determined by the administration/faculty) is to be stored in lockers and not worn during or between classes unless the building temperature warrants.

- H. Hoodies may be worn, but with the hood down while in school.
- I. Clothing with visual or written references which promote tobacco, alcohol, drugs, gangs, sexual connotations or other inappropriate symbols is forbidden.
- J. Wallet chains are prohibited.
- K. All tops must have two inches of material on top of the shoulders and sleeves are encouraged.
- L. Headphones, Air Pods, and other similar devices are not to be worn (even if turned off) in the classroom without the permission of the classroom teacher.

Any type of appearance not covered above, or in the opening paragraph, that causes a disruption to the learning environment shall be judged by the administration upon faculty referral.

Students are expected to adhere to the district's dress code at all times. Students that are in violation or deemed questionable on the dress code are subject to consequences.

- 1st offense - Private conversation with teacher
- 2nd offense - Sent to Principal for private conversation
- 3rd offense - Sent to office, change required, detention issued

STUDENT ACTIVITIES

1. Athletics/Extracurricular

- A. Sportsmanship should be shown at all activities since each student represents his school.
- B. Students riding buses to and from events must return on the same bus unless proper arrangements have been worked out with coaches and administrators.
- C. Athletic eligibility and extracurricular eligibility requirements are:
 - 1) A student must have passed five (5) subjects (25 hours) of classroom credit for the previous semester and be passing in at least five (5) subjects (25 hours) of classroom credit in the current semester up to the athletic event. Eligibility checks will be done weekly.
 - 2) All athletes and participants in extracurricular activities are required to adhere to the Athletic Conduct Code and Activity book.
- D. Athletic Awards Programs are held after Fall, Winter, and Spring sports.
- E. Homecoming parade and Pep Rally will take place the week of the Homecoming football game.
- F. Parents' Night
 - 1) The parents of basketball, football, cheerleaders, senior band members and volleyball athletes are given recognition on Parents' Night during the appropriate season.
- G. Athletes and those participating in extracurricular activities who are absent from school for any part of the school day due to illness shall not participate in an athletic contest or practice that day. Absence for other reasons will be judged on a case by case basis by the principal.

2. Class Meetings

- A. Meetings will be held when necessary.

- B. Special meetings may be held before or after school with the advisor's approval and must be announced two days prior to the meeting.
- C. Prior to the class meetings, the officers should meet with the advisor to prepare an agenda.
- D. Class officers must have a 2.0 GPA.
- E. Officers must run for the office for which they petitioned.

3. Junior High Dances

- A. All school-sponsored dances will end no later than 10:00 p.m.
- B. Attendance is restricted to grades 7 and 8, Summerfield students only.
- C. A student must be in school at least a half-day to attend a dance.
- D. All chaperones must sign consent forms one week prior to the dance. These persons must include two teachers and a sufficient number of parents.
- E. Students will not be allowed to enter a dance one hour after it has started. No one will be allowed to leave the dance, unless picked up by their parent or guardian.
- F. Students should be dressed appropriately for the occasion.

4. High School Dances

- A. Attendance is restricted to grades 9-12, Summerfield students only, unless otherwise indicated.
- B. The sponsoring class or club must fill out and file an activity report in the office one week prior to the dance. Include DJ contracts signed by advisor and agent, when applicable.
- C. Six chaperones must sign consent forms one week prior to the dance. The makeup of this group should be at least two teachers and four parents.
- D. If you wish to invite a guest from another school, secure a guest slip from the office in advance. The guest must accompany a Summerfield student who is responsible for the guest's conduct.
- E. Anyone leaving a dance will not be readmitted.
- F. Students should be dressed suitable to the occasion.
 - 1) After-game dances - informal dress
 - 2) Semi-formal - Girls: a dress or dress pants
Boys: shirt and tie or sweater with dress pants
- G. Students not in attendance at school due to illness are not permitted to attend a dance on that day.

5. Fund Raising

- A. Each class has a list of activities that may be used to raise funds. New activities may be substituted or added with the advisor's and building administrator's approval, but will remain at the specific grade level.
- B. Since school facilities and students are used to earn money, any remaining money will be left with the school upon graduation.

6. Non School-Sponsored Clubs and Activities

- A. Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event (other than supervising), that the event will not interfere with school activities and

that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

- B. 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.

7. Junior High Student Council

- A. Six members from each class are elected each fall.
- B. Meetings are held as needed.
- C. Members will report information to their homeroom class.
- D. Student complaints or suggestions should be given to their class representatives.
- E. The Student Council is the communication link between the faculty, administration and students. It is a channel through which students can initiate change..
- F. Student Council officers and representatives must maintain a “C” average with no “F’s”.
- G. Student Council members should demonstrate honesty, integrity and good citizenship.

8. High School Student Council

- A. Four members from each class are elected each spring.
- B. Officer positions of President, Vice President, Secretary, and Treasurer are elected each spring.
- C. Meetings are held monthly.
- D. Members will report to their classes information pertaining to ideas discussed.
- E. Student complaints or suggestions should be given to their class representatives.
- F. The Student Council is the communication link between the faculty, administration, and the students. It is a channel through which students can initiate change.
- G. A 2.0 GPA is required to be a member of the Student Council.

BUILDING VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a visitor 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, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may request to bring a student visitor only on the day preceding an extended vacation. The student visitor may not be absent from his or her own school. All requests must be made in advance and approved by the Principal.

GENERAL SCHOOL REGULATIONS AND STUDENT CONDUCT **PHYSICAL/VERBAL ASSAULT**

Students are expected to show respect for teachers, each other, and school property.

Any student who commits a physical assault at school against a school employee or volunteer shall be permanently expelled from the school district, as required by law. In addition, any student who commits a verbal assault at school against a school district employee or volunteer shall be expelled from the district for up to 180 days as required by law. This also includes making a bomb threat or similar threat directed at a school building, or other school property, or a school-related event.

A physical assault is defined as intentionally causing or attempting physical harm to another through force or violence. A verbal assault includes any oral or written statement, communicative act, gesture or communication made by a student to another person threatening to harm or injure to the point of fear of imminent bodily harm or injury in the mind of the person being threatened.

Any student who commits a physical assault at school against another student shall also be expelled from school for up to 180 days. In all cases, “at school” applies to a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, at a school-sponsored event whether or not it is held on school premises.

ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. Bullying: Bullying/harassment, for the purpose of this policy, will be defined as repeated intimidation of others by means of written or verbal expression, physical act or gesture, or through attacks on the property of another, intended to cause distress upon one or more students in the school environment. School buildings, grounds, vehicles and all other school sponsored activities or events whether at home or away, are included as school environment. Students violating this policy may be subject to disciplinary action: verbal reprimand, detention, suspension and/or expulsion.

Any written, verbal, or physical act, or any electronic communication (cyber bullying), that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

2. **Retaliation/False Accusation:** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.
3. **Confidentiality:** Strict confidentiality will be maintained throughout the investigative process for the individual who reports an act of bullying. Proper procedures will be maintained by the school administrator to safeguard this confidentiality.

B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee (teacher). A report may be made in person, via telephone, or in writing (including electronic transmission). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

C. Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee.

STUDENT BEHAVIOR

1. **Supervision:** Students may only leave class with the teacher's permission and a pass.
2. **Hall Behavior**
 - A. It is necessary to have a pass or signed school planner to be in the hall during class time.
 - B. Running in the halls is not acceptable.
 - C. Undue familiarity, other than hand holding, is not permitted.
 - D. Students may not drink or eat in the hall or at their lockers.
3. **Students are required to bring supplies to class; you may not be permitted to go to your locker during class.**
4. **Smoking, Vaping, Narcotics, Alcohol and Chewing Tobacco**
 - A. The use of illicit drugs and the unlawful possession and use of alcohol, and the possession or use of tobacco is wrong and harmful to one's health. Therefore, students who use, possess or are under the influence of alcohol, narcotics or other dangerous drugs including look-alike drugs, or who smoke, vape, possess smoking materials or possess or use chewing tobacco on or near school district property during school hours, or at any school-sponsored activity may be subject to immediate suspension and/or expulsion. This applies whenever students are under the jurisdiction of the school.
 - 1) Summerfield High School is a no smoking facility. Violation of this policy is a misdemeanor that may be punishable by up to a \$50 fine and law enforcement

authorities may be notified.

- 2) The student may be referred to the school counselor or other social agency according to the wishes of the parents.
- B. Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.
- C. Alcoholic beverages, drugs, look-like drugs, and drug related paraphernalia.
- 1) Possession, consumption or evidence of consumption.
 - a) The students will be referred to the school counselor or other social agency or another agency according to the wishes of the parents.
 - b) 1st offense – suspension from school for ten (10) days.
 - 1) If the following is done the suspension may be reduced to five (5) days:
 - a) A professional assessment which may lead to entering supervised treatment.
 - b) Parents/guardians agree to have the child assessed at a hospital-based treatment center or approved agency. Students failing to comply with the assessed requirements and recommendations will be given the maximum penalties.
 - c) Treatment/assessment to be paid by the involved family.
 - d) 2nd offense - suspension and referral to Board of Education.
 - 2) Selling or distributing of drugs
 - a) Suspension and referral to the Board of Education.
 - 3) Notification of law enforcement authorities where applicable.

5. Weapons

Possession of explosives, firecrackers, smoke bombs, etc., is prohibited. b. Any student who is in possession of a dangerous weapon at school or at a school-related activity or while under the authority of the school will face disciplinary action including suspension and/or expulsion up to 180 days. Law enforcement officers will be notified of the violation. A dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife, with a blade over three inches in length, pocket knife opened by a mechanical device or brass knuckles". All knives are forbidden in school. All laser pens are forbidden in school.

6. Intimidation, Improper Restraining, Threat, Fighting, Hitting, Unauthorized Touching or Causing Physical Injury or Throwing Snowballs

All students shall respect the right of all other students, staff members and visitors to be physically safe and secure. No student shall intimidate, fight, hit, improperly restrain, threaten, or cause injury to other persons. Nor shall any student force or attempt to force any person to do anything against their will. Deliberate aggressive physical contact may result in suspension or expulsion.

7. Trespassing or Loitering

A. Students are not to be in any classroom without a teacher present.

- B. Students shall not loiter on school grounds or enter school facilities unless participating in or attending a school-sponsored activity. This rule also applies to hours in which school is not in session. No student shall be present in an unauthorized place and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.

8. Use of Profane and Abusive Language

A student shall not use profane or abusive language by verbal or written means or by gestures on school premises, on any school vehicle or at any school sponsored activity. Violations of this rule may result in suspension or expulsion.

9. Possession of Electronics (cell phones, iPads, tablets, smart watches etc)

- A. Due to the potential of theft and the potential for possible disruption to the educational process, it is highly recommended that these items be left at home. In no case, will the school be responsible for the damage or loss/theft of such items. Students caught cheating with any device may be subject to disciplinary action.

Electronic devices should be turned off and stowed away (they are not to be on the desk, or in any way visible, where they may cause a distraction to the learning environment) during instructional times. Devices can be appropriately used during non-instructional times (passing time and lunch) or when authorized by a staff member.

- B. Students are expected to adhere to the district's online usage policy at all times and are subject to consequences if they fail to follow these guidelines.
- C. Personal electronic equipment that poses a disruption to the student or to the class learning environment will be confiscated and disciplinary action will be taken.

1st offense - Device taken and kept by teacher, may be picked up by student at end of the school day

2nd offense - Device taken by teacher and sent to the office, may be picked up by the student at end of the school day

3rd offense - Device taken by teacher and given to Principal, parent is contacted and must pick-up device

10. Harassment Policy

A. Sexual harassment

- 1) Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor or volunteer (subsequently "employee"), male or female, to sexually harass another employee, student or volunteer. A student shall not make unwelcome sexual advances either verbal or physical. The consequences of such behavior will be determined by the principal, but may include suspension and/or expulsion.

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

- 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
- Complaints should be brought to the attention of the principal, guidance counselor or teacher

B. Gender/Ethnic/Religious/Disability Harassment

- 1) Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District.
- 2) Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

C. Nonverbal:

- 1) Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

D. Physical:

- 1) Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Harassment or discrimination against the above-mentioned classes is also against school policy. Anyone found in violation would face the same disciplinary measures as listed under sexual harassment.

11. Theft, Damage, Defacing and Misuse of Private or School Property

No student shall steal or be in the possession of stolen property, damage or deface private or school property, or property of school personnel either on or off school premises, or on any school vehicle, or at any school sponsored activity, function or event off of school grounds. 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. The student will be responsible for paying for deliberate destruction of school property. Violations of this rule may result in suspension or expulsion depending upon the seriousness of the offense.

12. Compliance with Directions of Administrators, Teachers, and Other School Personnel

- A. Students shall obey all lawful instructions of administrators, teachers, substitute teachers, student teachers, teachers' aides, bus drivers, and all other school personnel who are authorized to give such instructions during any specified period of time when students are subject to the authority of such personnel. Staff members are to be treated with respect.
- B. Students are not to take part in threats, aggressive behavior or physical violence directed at school personnel or their property. This would include acts on or off

school grounds including times other than regular school or school-sponsored activity hours. Students violating this directive should keep in mind that the staff member would be encouraged to file a complaint with the appropriate legal authority (police). Complaints registered by a staff member with the school will result in an investigation regarding the complaint. Disciplinary actions, including suspension and/or expulsion, may result from the investigation.

13. School Disruptions

Conduct which materially and substantially can interfere with the educational process is prohibited. In the event of the creation of disorder within the school by any student or group of students, the administrator will give the person or persons five (5) minutes to desist and return to classes. Failure to comply may result in immediate suspension and removal of the student or students from the premises.

14. Falsification of School Work, Identification, Forgery

The production of something forged, counterfeited or fraudulent is not permissible. Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. No student shall attempt to establish computer contact into unauthorized computers, sites or information databases. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule may result in suspension or expulsion.

15. Fires

Anything, such as fire, lighters, or matches, that endangers school property and its occupants will not be tolerated. The attempt to set a fire, setting of a fire, or setting off a fire alarm at school or a school-sponsored activity is not permitted and may result in suspension or expulsion. Tampering with fire safety equipment is prohibited.

16. Repeated Violations of Directions, Policies, Rules

A student shall not repeatedly fail to comply with directions, policies, rules, etc., of a teacher, student teacher, substitute teacher, teacher aide, principal, or other authorized school personnel, when the student is under the authority of any school personnel.

17. 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 may result in suspension or expulsion.

18. 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 may result in suspension or expulsion.

19. False Alarms and False Reports

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

20. Disrespect/Disobedience/Insubordinate

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 a staff member gives a reasonable direction, the student is expected to comply. Chronic disobedience may result in school disciplinary action.

21. Unauthorized Use of School or Private Property

- A. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use may be subject to disciplinary action. Violations of this rule may result in suspension or expulsion.
- B. Unauthorized driving, or being in cars, may result in suspension or expulsion.

22. 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 may result in a sterner action, such as suspension or expulsion.

23. 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.

24. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes excessive touching, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in parent contact or school disciplinary actions.

25. Computer/Technology Misuse

No student shall delete or alter passwords, files, or directories. Students are not to copy, transfer, distribute, damage, or alter any hardware or software. Violation of this rule may result in the loss of privileges, suspension or expulsion.

26. 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 may result in suspension or expulsion.

27. Disruption of the Educational Process

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

28. Other Persistent Misconduct

Other persistent misconduct not mentioned above may result in suspension or expulsion, at the

principal's discretion, from a class, extracurricular activities, or school.

Behaviors listed in this section are not intended to be comprehensive. Action by the administration is not limited to those items listed above nor are corrective measures limited to those indicated. Incidents of misbehavior and actions indicated are to serve only as guidelines.

The Summerfield Board of Education has not established two sets of rules for students. The rules and regulations for the discipline and control of pupils are made for pupils of all ages enrolled in Summerfield Schools. The rules, which are part of board policy, deal with all rules, which are necessary for the establishment, maintenance, management and carrying on the school's total educational and extracurricular program.

CONSEQUENCES: DISCIPLINARY MEASURES AND PROCEDURES

1. Conferences

This is the most common corrective measure used. It may involve the student, parent, teacher, or any person who may aid in bringing about desirable changes.

2. Detentions

Detentions beginning immediately after regular school hours, 3:05PM-3:45PM, are used as a tool in our efforts to develop acceptable behaviors in our students. Usually several techniques are used before resorting to detentions.

Some students have not yet accepted the responsibility of their own self-discipline. Some individuals have not developed an awareness of the rights of others and take a disproportionate amount of the teachers' time in corrective efforts. Some do not yet fully respect the property of others. It is our objective to develop in the students an awareness of these values. One of the methods used to reinforce these objectives is a detention.

We recognize the value to be derived by a cooperative effort between teacher and parent. We realize the difficulty of trying to attain these objectives alone. It is for this reason that we inform you of our efforts on behalf of your child. We hope to enlist you in our effort to attain for your child the goals as set forth above.

The detention notice states a problem or condition that we feel indicates the need for a change. We ask that you discuss this with your child in an effort to have him or her become conscious of the need for improvement.

If no transportation can be provided, the alternative of two lunch detentions for one detention may be used. The student may have a detention postponed if he/she has a valid reason for requesting the postponement and the building administrator has approved the reason.

Students must be in school to attend after school activities and/or detention hall.

A. Detentions may be given for the following reasons:

- 1) In halls during class without an authorized pass.
- 2) Defacing or destruction of school property.
- 3) Other violations of school or individual classroom rules at the discretion of the teacher or administrators.
- 4) More than three unexcused tardies to school in one month.
- 5) More than three unexcused tardies to a class in a nine-week period.

B. Detention Procedures

- 1) Written notice of the reason and date the detention is to be served will be given to the student and taken home. It must be signed by the parent or guardian and returned to the detention hall teacher at the time of the scheduled detention. Failure to do so will result in another detention.

C. Detention Hall Rules

- 1) Report by 3:05PM to the detention hall.
- 2) Students are given the opportunity to work on school work during detention hall.
- 3) No talking, sleeping, or turning around will be permitted.
- 4) Breaking any detention hall rules will result in serving an additional detention and/or a suspension.
- 5) Failure to report to detention will result in one-day suspension.
- 6) Any student missing a detention due to illness or prior approval by the principal will serve it at the next scheduled detention hall at 3:05PM
- 7) Failure to return a signed detention will result in another being issued. Failure to have a detention signed is not a valid reason for not serving a detention.
- 8) Detentions must be served on the scheduled dates, unless the principal has granted PRIOR approval. Failure to receive prior approval is suspendable.
- 9) It is realized that detentions must sometimes be rescheduled due to unavoidable reasons on the part of the student; however, this should occur only occasionally. It is your responsibility to serve your detention when scheduled.
- 10) Generally, illness or family emergency will be the only reason for rescheduling a detention. Work, lack of transportation, babysitting, appointments, athletic practices, etc., are not generally considered valid reasons for rescheduling detentions. It is not the school's responsibility to schedule detentions for your convenience.
- 11) Any student receiving an excessive number of detentions may face a suspension for his or her persistent misconduct. Four detentions in one marking period would, as a general rule, be considered excessive.

3. Exclusion from Field Trips/Special Events

A student who has earned six or more detentions, or three or more days of suspension during the current school year will not be allowed to participate in the field trip/special event. The student is expected to be in school on the day of the field trip/special event and complete alternate instructional assignments.

DUE PROCESS

1. Suspension

Suspensions from school, including extracurricular activities, may be given for the following.

- A. General lack of discipline – one to ten days.
- B. Smoking, including vaping, or carrying smoking supplies.
 - 1) One to ten days - at the discretion of the principal.
 - 2) In accordance with Public Act 140 of 1993, smoking is considered punishable with a maximum fine of \$50. Violators will be reported to the authorities for prosecution.
- C. Possession, consumption, or evidence of the consumption of alcoholic beverages, malt beverages labeled as "non-alcoholic", and drugs.
 - 1) First offense – up to 10 days
 - 2) Second offense - referral to the Board of Education
 - 2) Selling or distribution of drugs:
 - (a) Referral to the Board of Education
 - 3) Notification of law enforcement authorities where applicable.
- D. Physical/verbal assault - one to ten days.
- E. Skipping school.
- F. Possession or use of explosives, firecrackers, smoke bombs, etc.
 - 1) Possession – one to ten days.
 - 2) Use - suspension pending hearing by the Board of Education.
- G. Weapons.

Any student who is in possession of a dangerous weapon at school or at a school-related activity or while under the authority of the school will face disciplinary action including suspension and/or expulsion for up to 180 days. Law enforcement officers will be notified of the violation. A dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, or brass knuckles. All knives are forbidden in school.
- H. False fire alarms, bomb threats.
 - 1) Suspension pending police investigation and action by the Board of Education. i.
- I. Deliberate aggressive physical contact with school personnel.
 - 1) Suspension pending action by the Board of Education.
- J. Profanity.
- K. Disrespect or insubordination.
 - 1) One to ten days from classes.
- L. Vandalism/Deliberate destruction of school property.
 - 1) Pay the damages
 - 2) One to ten days of suspension or referral to the Board of Education depending upon the seriousness of the offense.

2. Suspension Procedure

- A. Parent will be notified by phone if possible and by letter.
- B. Informal meeting with the principal prior to suspension.
 - 1) Student presented with charges, evidence and witnesses, if any, against him.
 - 2) Student given the opportunity to deny charges, rebut evidence or hear witnesses. b. Unfavorable decision may be appealed to the principal.
 - 3) Parents may request a conference with the principal. Such requests shall be made within the period of separation or suspension. The principal shall affirm or modify

the terms of his actions within two working days from the date of the conference.

The principal's decision in case of short-term suspension (1-10 days) shall be final.

- C. Following a suspension of three days or more, a parental conference may be required before the student is readmitted.
- D. On the third suspension, a student is subject to a Board of Education hearing with his parents.
- E. All suspensions are unexcused absences.
- F. Once a student has received a three-day suspension, the next suspension may be for five to ten days and a following suspension may result in referral to the Board of Education.
- G. A student suspended from school is also suspended from participating and attending after school activities for that day.

3. Expulsion

- A. Formal hearing with the Board of Education
- B. The Board of Education shall schedule a hearing within ten (10) working days and shall notify the parents that said hearing shall be conducted under the following rules and procedures.
 - 1) Written notice shall be given of the time, date and place of the hearing.
 - 2) The student or parent may be represented by an attorney or other advisor of their choosing.
 - 3) Witnesses may be present at the hearing and the student or his representative may question witnesses testifying against the student.
 - 4) The hearing is not a court proceeding and court rules of evidence shall not be strictly enforced at such a hearing.
 - 5) There may be present at the hearing the principal, the Board of Education's attorney, and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
 - 6) The Board of Education shall render a written opinion of its determination within two working days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

TRANSPORTATION

1. Bus Transportation

The following rules must be adhered to if the bus is to be a safe vehicle for student riders:

- A. The bus driver is in full charge of his/her bus and the pupils who ride it. You should obey the driver promptly and respectfully.
- B. The driver has a regular schedule to meet. It's best to be prepared and waiting for the bus ten minutes before it is scheduled to arrive.
 - 1) Be in the place designated, ready to board the bus at the time shown on the schedule in the bus.
 - 2) The bus driver cannot wait for tardy pupils. If they waited one extra minute at each stop, they would be 30 to 40 minutes late.
- C. Never stand in the roadway while waiting for the bus.
- D. Always wait for the bus to come to a complete stop before entering or leaving it. Never

- get off or on the bus while it is in motion.
- E. Keep the aisle free from books, lunch boxes and other objects. Someone could stumble over this and be seriously injured.
 - F. Avoid tampering with releases on the safety door and discourage others from doing so.
 - G. Occupy the seat assigned by the driver.
 - H. Do not leave your seat while the bus is in motion.
 - I. Observe good conduct rules while getting on or off the bus or while riding.
 - J. Warn the driver of approaching danger.
 - K. Moving to the “Jump seat” that is designated for your bus before your stop lets the driver know you're on and saves time. This is also very helpful when there is a sub driver.
 - L. Enter or leave the bus only at the front door, except in case of an emergency. Cross the highway after leaving the bus in the following manner:
 - 1) Be sure the bus is stopped.
 - 2) After leaving the bus, go approximately 6 feet in front of the bus within sight of the driver and wait for the signal to cross.
 - 3) Look both ways before crossing.
 - 4) Walk (don't run) in front of the bus.
 - M. Keep hands and head inside the bus at all times.
 - N. Inform driver when absence from school is expected.
 - O. Help keep the bus clean.
 - P. Report damage to the bus driver immediately.
 - Q. **No eating on the bus** to avoid the dangers of choking hazards and students with food allergies.
 - R. If you plan to visit a friend after school, a note from the parents of both the children involved is needed. The notes must be taken to the office and approved. This lets the office and the bus driver know that both sets of parents are aware of the visit.
 - S. If your conduct endangers others, the bus driver is duty bound to report this type of behavior to the principal for appropriate disciplinary action.
 - T. Inappropriate behavior can lead to being assigned a seat, detention, or being suspended from riding the bus.
 - U. Always be respectful and helpful with substitute drivers. They are in command of the bus!

2. Riding Bicycles to School

Bicycles should be ridden in accordance with the laws for the State of Michigan. Any deviations from the proper standards will force the administration to take away the privilege of riding a bike to school. The bicycle must be walked while on the school playground or school walks and must be parked in the bicycle racks. The school is not responsible for the bicycle while parked at school. Students are encouraged to lock their bicycle at all times.

DROP OFF/PICK UP PROCEDURE

1. Drop Off

If you are transporting your child to school, please do not drop them off too early. They will not be allowed to enter the building until 7:30 a.m. Due to the fact that the buses drop the students off in the front of the building, please drop your child(ren) off at the back or side of the building. If you are dropping them off after school has begun, they must check in at the office before going to their classroom.

2. Pick Up

Parking is available at the side of the school. Please do not park in the front of the building.

STUDENT PARKING

Student driving is a privilege and will be permitted only as long as the student drives in a reasonable and safe manner.

- A. Students may not drive a motor vehicle to school unless they have an approved permit from the school.
- B. A parking permit to park on school property during school hours is required of all students operating motorized vehicles.
- C. Students who drive to school are to park in their assigned area.
- D. Students are to keep their cars free from any item detrimental to the health and safety of fellow students and staff members while parked on school property. Cars thought to contain items detrimental to the education process are subject to inspection/search. Students apprehended or identified as driving recklessly on school grounds may lose parking privileges and/or receive a suspension.
- E. Students are required to have proof of insurance and a valid driver's license.
- F. The use of school grounds without permission for the operation of mini-bikes, motorcycles, go-carts, skateboards, or other unauthorized vehicles is prohibited.
- G. Any excessive speeding or noise in the school area is prohibited. Student driving permits may be revoked.
- H. Students will be charged a \$5 (five dollar) parking fee.

INCLEMENT WEATHER/ DELAYS AND SCHOOL CLOSURES

In case of inclement weather the Superintendent and Director of Operations will check the roads and make a determination regarding delay and/or school closing due to conditions. The following methods will be used to alert students and parents if school must be closed or delayed.

The Superintendent will communicate the delay or closing via Campus Messenger. The school Twitter and Facebook pages will also be updated with the latest status information. In addition, the Superintendent will call the following TV stations: WTVG (TV-13) Toledo, WTOL (TV-11) Toledo, WNWO (TV-24) Toledo