

DUNDEE HIGH SCHOOL

Course Handbook 2013-2014

Policies:

Graduation Requirements

Honor Student Recognition

Foreign Exchange Student Policy

Make-Up Credits

Alternative Option Classes

Dual Enrollment

Student Code of Conduct

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Dundee High School
Graduation Requirements

28 Credits are required to Graduate

English Language Arts **4 credits required**

1 credit English 9
1 credit English 10
1 credit English 11
1 credit English 12

Mathematics **4 credits required**

1 credit Algebra I
1 credit Geometry
1 credit Algebra II
1 credit Additional mathematics course in the final year of high school
(see course list, pg. 30, for approved courses)

Science **3 credits required**

1 credit Biology I
1 credit Chemistry or Physics

- Chemistry if an "A" or "B" received in Algebra I and Biology I
- Intro to Chemistry (1T) and Intro to Physics (1T) if "C" or lower received in Biology I

1 credit Additional science course

Social Studies **3 credits required**

1 credit World History
1 credit American History
0.5 credit American Government
0.5 credit Economics

Physical Education **1 credit required**

Health **0.5 credit required**

Visual, Performing and Applied Arts **1.0 credit required**

Band Choir Art I Ceramics Drafting/CAD Engineering Design
Engineering Graphics Wood Technology Building Construction

On-line Learning Experience – No Credit Issued – 20 Hours

Foreign Language – 2 credits – Grades 9-12 Beginning Class of 2016

Graduation Requirements Conversion

Dundee High School converts all graduations requirements when students transfer in from other districts and for students enrolled at Dundee High school that has been enrolled in both trimesters and semesters during their High School years. There is a possible 30 credits a student can earn in four years in a trimester schedule; passing 28 is the graduation requirement (17 MMC credits and 11 electives). That equates to a 93.333% passing rate. Dundee High School will convert at the same percentage for all scenarios. Below are a few examples of different situations using 93.3% of possible credits having to be passed:

	<u>Possible credits</u>	<u>Grad Requirement</u>
4 yrs Trimesters	30	28 (17 MMC credits and 11 electives)
3 yrs Trimesters, 1 yr Semesters	29.5	27.5 (17 MMC credits and 10.5 electives)
2 yrs Trimesters, 2 yrs Semesters	29	27.0 (17 MMC credits and 10 electives)
1 yr Trimester, 3 yrs Semesters	28.5	26.5 (17 MMC credits and 9.5 electives)
4 yrs Semesters	28	26.0 (17 MMC credits and 9.0 electives)

***For all situations the students will be required to pass 93.3% of possible credits taken.**

GRADUATION RECOGNITION

Dundee High School honors and values high academic achievement and recognizes those accomplishments at its graduation ceremony. Students who maintain an honor graduate status of a 3.7 or higher GPA are eligible for the Top Senior Scholar Award. At the end of the second term of their senior year, students will have their GPA and ACT scores calculated into a Senior Scholar list. These students will be individually honored at the graduation ceremony. As in all other GPA calculations, there will be no rounding of GPA or points. The following honors will be recognized in this fashion at graduation:

Senior Scholars: ACT + GPA (1700 pts.). The following formula will be used to determine the Senior Scholar award:

** $4.0 (\text{max. GPA}) \times 250 + 36 (\text{max. ACT}) \times 27.777 = \text{Points.}$

Senior Scholars will receive medallions, be recognized in the local paper, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Suma Cum Laude – (3.9 and above GPA's) will receive a gold cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Magna Cum Laude – (3.7 up to 3.9 GPA's) will receive a gold cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Cum Laude – (3.5 to 3.7 GPA's) will stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Honor Roll – (3.0-3.5 GPA's) will be noted in the program.

Graduation speakers will be determined by all students in the Senior Scholar category. Those students who wish to speak will submit their names to the principal. The principal will

compile the list of speakers. The principal will have all Senior Scholars in one room to vote for who they want to speak. The Senior Scholars will pick 2 students from the list to speak.

GRADING SCALE

<u>Grade</u>	<u>Percentage</u>	<u>Honor Point</u>	<u>Weighted GPA (AP Courses)</u>
A	93-100	4.0	4.0
A-	90-92	3.67	4.0
B+	87-89	3.33	3.66
B	83-86	3.0	3.33
B-	80-82	2.67	3.00
C+	77-79	2.33	2.66
C	73-76	2.0	2.33
C-	70-72	1.67	2.00
D+	67-69	1.33	1.66
D	63-66	1.0	1.33
D-	60-62	.67	1.00
F	0-59	0.00	No Weighting

Please see the next section: Graduation Recognition

Foreign Exchange Transfer Credit

Students wishing to participate in a foreign exchange program must notify the principal's office prior to enrollment in the program. Students who plan to have any foreign exchange credit transfer to Dundee High School must follow the procedure listed below. Failure to comply with all of the following guidelines may result in forfeiture of any transfer credit. The student and/or parent must:

Meet with the high school principal prior to attending the foreign exchange school which may be transferred to Dundee High School.

Receive credit (including a passing grade) for any class in the foreign exchange school which may be transferred to Dundee High School.

Upon return to Dundee High School, meet with the principal and provide:

- A written request (from the student or parent) for transfer of credits. A copy of this request must also be sent to the superintendent.
- An official transcript from the foreign school which clearly displays the grades received and credit earned.
- A written summary of the classes in which a passing grade was earned and the time spent (per week and per year) in each class.
- Other written documentation which may be helpful, such as a course syllabus for each course taken.

The principal will review the documentation submitted and, in consultation with the superintendent, will determine the amount of transfer credit that will be granted. In general, students may receive up to 7.5 credits per year of foreign study. Courses to be transferred will be prorated to the maximum credits allowable (7.5 per year of study) based on the approximate class time spent in each subject.

Letter grades earned will not be applied to a student's GPA. A pass or fail will be posted on the student's Dundee High School transcript.

Foreign Exchange students attending Dundee High School

Foreign exchange students, when listed as a 12th grader, will participate in the commencement ceremony and receive a certificate of completion for the year they attended Dundee High School. Exchange students will not receive a Dundee High School Diploma.

Policy to Allow Students to Make Up Credits

Dundee High School requires that all students pass a set number of credits to receive a diploma. Most students complete this requirement in the traditional manner. However, some students fail classes and need alternative opportunities to make up credits so it is possible for them to graduate on time with their class. This policy is designed to clarify the alternative methods open to Dundee High School students to make up credits.

Students can elect to make up credits in the following ways:

- Repeat the class at Dundee High School
- Complete credit recovery program through the At-Risk coordinator (pass/ fail)
- Repeat the class through a correspondence school approved by Dundee High School
- Take classes through an approved night school program
- Take classes through an approved summer school program

To make up credits the student must first have taken and failed the class at Dundee High School. Students will be allowed to enroll in an alternative option class when:

- They have completed both trimesters of a one credit course or finish the half credit course before taking the course over at Dundee High School
- They are trying to earn make-up credits for non-required electives that are needed to complete the graduation requirement

Policy for an Alternative Option Class

To enroll in an alternative option class, students must meet with a guidance counselor who will provide information about the alternative and written approval for enrollment. **Grades earned in alternative option classes will count in a student's grade point average.** Four (4) total credits in any combination will be allowed to count toward the credits required for graduation from Dundee High School.

If a student needs a credit to be eligible for athletics, the credit must be made up by the end of the first day of the new trimester (i.e., final grade must be received). If the final grade is not received by the first day of the new semester, the student is ineligible for athletics for that season. If a contest is held before the first day of the semester the student will be ineligible to participate unless the final grade is received.

CRITERIA FOR EARLY GRADUATION

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four year, grade 9-12 sequence, may request permission for early graduation. The student and parents shall consult with the high school administrative to develop a graduation plan.

The student shall request in writing to the Board of Education, permission for early graduation with reasons supporting the request. Examples of reasons are:

- Hardship circumstances
- Career (vocational) opportunities
- Enlistment in military
- Pursuit of a continuous specialized education objective
- College entrance

The student, parent or the legal guardian of the student must submit a letter in support of the student's request for early graduation and such letter is to accompany the student's written request. The request letter to the Board is to be submitted to the superintendent **no later than six months prior to the anticipated completion of the required high school program.**

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalence in order for consideration to be given to any request.

Each request is to be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

TESTING OUT/TECH PREP

TESTING OUT: a student who desires to receive credit for a high school course without enrolling in the course, may do so by attaining a grade of not less than a **C+ (77%)** for the final exam and/or other comprehensive paper, portfolio, presentation, project or assessment in the course.

Successfully attained credit under this policy will earn a grade of "pass" and shall not be used in computations of grade point average nor counted toward the total required credits for graduation. Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation.

TECH PREP: provides a student the opportunity to earn free college credit while still in high school. The college credit is available at Monroe County Community College and

Washtenaw Community College. This credit can then be applied to a certificate or degree program offered by the college, or, in some cases, can be transferred to a four-year institution.

Students can take TECH PREP exams for credit at any time after they have completed the appropriate course at Dundee High School. There is no cost for taking the test or for any college credit earned. There is no penalty or adverse consequence if a student does not pass a TECH PREP exam. TECH PREP exams may be attempted only once.

Courses offered at Dundee High School that fall under the TECH PREP program are:

Word Processing
Engineering Graphics I
Engineering Design I
Drafting II
Drafting III

DUAL ENROLLMENT

DUAL ENROLLMENT: Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
 - Students taking a dual enrollment class for high school credit should understand that the grade received in the college course will be counted in their high school grade point average. Each college class that earns a passing grade will be worth ½ credit in high school.
 - Admission to Monroe County Community College is based upon high school performance (G.P.A. of 2.5 or higher) and placement test or qualifying ACT scores.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME. The following table shows the complete list of scores that help to qualify students for dual enrollment:

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

3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.

5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. *Eligible charges do not include transportation or parking costs or activity fees.*

7. If a student participating in the post secondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment. In the event the reimbursement is not made in a responsible period of time, the Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for the collection.

If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact Mrs. Dina Brook, Director of Student Services at 734-529-7008 Ext 3022.

Director of Student Services: **Mrs. Dina Brook**
734-529-7008, Ext. 3022
dina.brook@dundee.k12.mi.us

Your Director of Student Services is a resource person for you while you are in high school. You can meet with her by signing up for an appointment, stopping by before or after school, or drop in during your lunch.

Mrs. Brook will assist students and parents with many things but mainly helps with selecting high school courses to reach your graduation goals; helps you to understand your progress toward graduation; plans the assessments you need to take during high school; interprets the assessments you take in high school; works closely with you during Junior and Senior year to help you with your post-high school plans.

You should feel free to email Mrs. Brook or leave a message for her at any time. She is available to assist you at any time with academic or personal concerns!

Resources for your Post-High School Plans!

1. 9th Grade: re-introduction to Career Cruising and your 4-Year Plan
2. 10th Grade: Taking the PLAN test for academic readiness and career planning
3. 11th Grade: Taking the Michigan Merit Exam (including the ACT) for academic readiness and career planning and college search

4. 12th Grade: Individual meetings to assist you in your preparations for post-high school plans

Resources you need to learn and use throughout your four years of high school:

1. Career Cruising www.careercruising.com
2. The College Board www.collegesearch.collegeboard.com
3. Career Voyages www.CareerVogages.gov
4. Scholarship Searches www.fastweb.com

Resources for ACT and MME Test Preparation

Preparing for the ACT

Practice ACT Tests within this booklet

<http://www.act.org/aap/pdf/preparing.pdf>

ACT Writing Test:

What High School Students Need to Know

Overview of Test

<http://www.act.org/aap/writing/pdf/highschool.pdf>

Educator's Guide to ACT Writing Test

http://www.act.org/aap/writing/pdf/educator_guide.pdf

How ACT Writing Scores are reported

<http://www.act.org/aap/writing/pdf/HowScoresAreReported.pdf>

MME Persuasive Writing Rubric

http://michigan.gov/documents/mde/MME_Persuasive_Writing_Rubric_174205_7.pdf

Test Taking Tips

<http://www.testtakingtips.com/anxiety/index.htm>

ACT Sample Tests

<http://www.actstudent.org/sampletest/index.html>

Descriptions of the ACT

You can go to your subject specific ACT from this site

<http://www.actstudent.org/testprep/descriptions/index.html>

Test Day Tips

<http://www.actstudent.org/testprep/tips/testday.html>

Online Practice ACT Style Test

http://www.testprepreview.com/act_practice.htm

The Top Ten ACT Test Taking Strategies

<http://school.familyeducation.com/college-tests/collegetests/37684.html>

Sparks Notes – Beating the ACT

<http://www.sparknotes.com/testprep/books/act/>

Subject Specific Strategies on ACT

http://education.yahoo.com/college/essentials/practice_tests/act/;_ylt=ApcrVcM5BjG8qB2MjgEJYqhtL8EF

ACT Basics, Questions & Strategies

(Click on the Link needed on the Left)

<http://www.act-sat.com/act2.html>

ACT Words of the Day/Questions of the Day

(Link on the Right Side under ACT)

<http://number2.com/exams/act/companion/index.cfm?s=0>

The Flash Card Secret

(List of Subject Specific Categories)

<http://flashcardsecrets.com/act/>

Test Prep Review

<http://www.testprepreview.com>

NY Times Question of the Day

<http://www.nytimes.com/learning/students/satofday/tips.html>

Kaplan Practice Tests

http://www.kaptest.com/repository/templates/Lev3InitDrplet.jhtml?_lev3Parent=/www/KapTest/docs/repository/content/College/ACT

Vocabulary Words (10 a day) &

VocabMaster Activity

<http://www.powerprep.com/>

<http://www.powerprep.com/vocabmas.htm>

Online Vocabulary Quizzes

<http://www.west.net/~stewart/words/>

Another Vocabulary Site

<http://www.vocabulary.com/myvocabulary.html>

Please check the Director of Student Services Website that is located on a tab off the Dundee High School Website.

This website is updated often with valuable information, resources and announcements.

ASSESSMENT PROGRAMS FOR COLLEGE AND CAREER

P.L.A.N: (Preliminary American College Test)

P.L.A.N is designed to help sophomores get an early start thinking about post-high school options. The P.L.A.N provides useful information about a student's academic progress, career, interests, study habits, and present and future plans, needs and goals. Information gained can help guide tenth grade students in the selection of future high school courses and activities and increase their awareness of career and educational possibilities. The P.L.A.N also helps with ACT preparation.

MME/ACT: (Michigan Merit Exam) State Proficiency Test.

Juniors will take the Michigan Merit Exam (MME) tests in Math, Science, Reading, Writing and Social Studies plus the ACT in March. The MME consists of the National ACT and Work Keys test in addition to the Michigan Content-Area Tests. It will provide students with an ACT score report that they can use to apply to colleges and universities.

PSAT-NMSQT: (Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test)

This test is not mandatory for entrance into college but can be a very worthwhile indication of academic ability, potential for academic success and a predictor of SAT scores. Taken usually in the **fall of the junior year**, this test demonstrates National Merit Semi-Finalists and Finalists. It is also a good practice test for the college entrance tests taken in the spring of the junior year.

ACT: (American College Test)

In addition to the required spring ACT given during the MME testing, it is recommended that juniors register for and take the June, ACT. This test is required for the State of Michigan Scholastic program and most four-year colleges and universities in and outside the State of Michigan. Students may take the test more than one time.

SAT: (Scholastic Aptitude Test of the College Entrance Examination Board)

This test is required by many out-of-state schools and should be taken in the **spring of the junior year**. Students may take the test more than one time.

ASVAB: (Armed Services Vocation Aptitude Battery)

This test is a career exploration program developed by the Department of Defense. It is a free test that measures the aptitude in five field areas and provides an indication of your academic ability. This assessment can motivate students to learn more about themselves and the occupations they may find rewarding. It is administered **in late spring to 11th or 12th graders**. Taking the ASVAB does not obligate you to the military in any way.

Students should seek their counselor's advice on the appropriateness of particular tests. Registration deadlines are described in the test registration booklets, which are available on line and in the Student Services Office. Students should also check the college catalogues for information on test required by specific colleges or universities.

Why Go To College?

Whether you are uncertain about going to college or you just need some reassurance you are on the right track, here are a few reasons to go to college:

- Every bit of education you get after high school increases the chances you will earn good pay. Most college graduates earn more money during their working years than people who stop their education at high school earn.
- The more education you get the more likely it is you will always have a job. According to one estimate, by the year 2028, there will be 19 million more jobs for educated workers than there are qualified people to fill them.
- Continuing education after high school is much more important for your generation than it was for your parent's generation. Today most good jobs require more than a high school diploma. Businesses want to hire people who know how to think and solve problems.
- Education beyond high school gives you a lot of other benefits, including meeting new people, taking part in new opportunities to explore your interests and experiencing success!

EXPECTED LIFETIME EARNINGS:

• <i>NON-HIGH SCHOOL GRADUATE</i>	<i>\$1 MILLION</i>
• <i>HIGH SCHOOL GRADUATE</i>	<i>\$1.2 MILLION</i>
• <i>SOME COLLEGE</i>	<i>\$1.5 MILLION</i>
• <i>ASSOCIATE'S DEGREE</i>	<i>\$1.6 MILLION</i>
• <i>BACHELOR'S DEGREE</i>	<i>\$2.1 MILLION</i>
• <i>MASTER'S DEGREE</i>	<i>\$2.5 MILLION</i>
• <i>DOCTORAL DEGREE</i>	<i>\$3.4 MILLION</i>
• <i>PROFESSIONAL DEGREE</i>	<i>\$4.4 MILLION</i>

Source: College Planning Information from ACT 12/2008

Four-Year Plan for Required Courses

9th Grade

English 9	1 credit
Math (Algebra I or Geometry)	1 credit
Biology	1 credit
World History	1 credit
Physical Ed.	1 credit
Health	½ credit

10th Grade

English 10	1 credit
Math (Geometry or Algebra II)	1 credit
Chemistry or Physics	1 credit
(OR)	
Intro Chem/Intro Physics	1 credit
American History	1 credit

11th Grade

English 11	1 credit
Math: (Algebra II or higher)	1 credit
Science Elective	1 credit
Economics	½ credit
Government	½ credit

12th Grade

English 12	1 credit
Math (4 th yr math course)	1 credit

NCAA FRESHMAN – ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

The NCAA eligibility rules.

(It is the individual Student-Athlete's responsibility to complete at www.ncaaclearinghouse.net.)

If you plan to enroll in any Division I or Division II college or university in fall 2005 or after, please read this information carefully.

For students entering any college or university on or after August 1, 2005, your NCAA initial eligibility will be evaluated under the new rules as described on this sheet.

For students entering any Division I college or university on or after August 1, 2008, your NCAA initial eligibility will be evaluated under the 16 core-course rule as described on this sheet.

THE NEW RULE:

- **INCREASES** the number of core courses from 13 to 14.

This additional core course may be in any area:

English, mathematics, natural/physical science, social science, foreign language or nondoctrinal religion/philosophy.

The breakdown of core-course requirements is listed below.

- **CHANGES** the Division I initial-eligibility index, or sliding scale.

See the Core GPA/test score sliding-scale index.

- The 16 core-course rule **INCREASES** the number of core courses from 14 to **16** for Division I only.

Students must complete **three** years of mathematics (Algebra I or higher), and **four** years of additional core courses. The additional core course may be taken in any area: English, mathematics, natural/physical science, social science, foreign language or nondoctrinal religion/philosophy.

The breakdown of the requirements is listed below.

DIVISION I

2005-2007

14 Core Courses:

4 years of English.
2 years of mathematics (Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
1 year of additional English, mathematics or natural/physical science.
2 years of social science.
3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

DIVISION I

16 CORE-COURSE RULE

2008 and after

16 Core Courses:

4 years of English.
3 years of mathematics (Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
1 year of additional English, mathematics or natural/physical science.
2 years of social science.
4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

DIVISION II

2005 and after

14 Core Courses:

3 years of English.
2 years of mathematics

(Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
2 years of additional English, mathematics or natural/physical science.
2 years of social science.
3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

PLEASE NOTE: Computer science is being **eliminated** as an acceptable core-course area for students first entering any college or university on or after August 1, 2005. Students entering college on or after August 1, 2005, may not use any computer science courses in meeting the core-course requirements, unless the course receives graduation credit in mathematics or natural/physical science, and is listed as such on the high school's list of NCAA-approved core courses.

OTHER IMPORTANT INFORMATION

- In Division II, there is no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 and the minimum ACT sum score is 68.
- Students first entering a Division I or Division II collegiate institution on or after August 1, 2005, must meet the new 14 core-course rule.
- Students first entering a Division I collegiate institution on or after August 1, 2008, must meet the 16 core-course rule.
- State tests, such as those given in Colorado and Illinois, are not acceptable.

For more information regarding the new rule, please go to www.ncaa.org. Click on "Student-athletes and Parents" in the "Custom Home Pages" section. You may also visit the clearinghouse Web site at www.ncaaclearinghouse.net.

IF YOU HAVE QUESTIONS ABOUT NCAA ELIGIBILITY, PLEASE CALL THE NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE TOLL-FREE AT 877/262-1492. YOU MAY ALSO CALL THE NCAA AT 317/917-6222.

Division I—16 core courses

If you plan to enter college in 2008 or after, you will need to present 16 core courses in the following breakdown:

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

Comments regarding these newly adopted rules may be sent to: academics@ncaa.org.

Hot Issues

Initial-eligibility waivers for students with disabilities

Effective May 1, 2003, all students who do not meet the NCAA initial-eligibility requirements and who wish to apply for a waiver of those requirements must have the waiver filed on their behalf by an NCAA institution. Students with disabilities will no longer be able to self-file waivers. The elimination of self-filed waivers is due to the large number of such waivers filed by individuals who did not attend an NCAA institution and did not participate in athletics. Also, since athletics department staff members are familiar

with the waiver procedure and paperwork, those individuals are better suited to process such waiver applications in a fast and effective manner.

ACT State Test Prohibition

Prospective student athletes from the States of Michigan, Illinois and Colorado should note that the ACT state test given to all juniors **CANNOT** be used for NCAA initial-eligibility purpose. NCAA Division I and Division II rules require that the ACT or SAT test are taken on a national testing date. The state tests are not given on a national testing date and therefore cannot be used for NCAA initial-eligibility purposes. If you are a prospective student-athlete from Michigan, Illinois or Colorado and have taken only an ACT state test, you will not be eligible to participate in intercollegiate athletics your first year at an NCAA Division I or II institution.

The courses listed below have been approved and will be used in certifying the initial eligibility of student-athletes from Dundee High School:

English

English 9
English 10
English 11
English 12
AP English
Student Publications

Math

Algebra I
Algebra II
Geometry
Trigonometry
Pre-Calculus
AP Calculus

Social Science

American History
Economics
Psychology
Sociology
World History & Geography
American Government
AP American History

Contemporary American History

Natural/Physical Science

Biology I (lab)
Human Physiology and Anatomy (lab)
Chemistry (lab)
Advanced Chemistry (lab)
Physics (lab)
AP Biology (lab)
Botany
Zoology
Physical Science
Intro to Chemistry
Intro to Physics

Additional Core Courses

Spanish I
Spanish II
Spanish III
Spanish IV
Japanese I
Japanese II
Japanese III
Japanese IV

Dundee High School
Time Schedule
2013-14

Regular Schedule

1. 8:00-8:50 (50 min.)
2. 8:55-9:45 (50 min.)
3. 9:50-10:40 (50 min)
4. (A) 10:40-11:10 (30 min. lunch) -11:15-12:05 (50 min.)
(B) 10:45-11:35 (50 min.) -11:35-12:05 (30 min. lunch)
5. 12:10-1:00 (50 min.)
6. 1:05-1:55 (50 min.)
7. 2:00-2:53 (53 min)

2-Hour Delay

Students will report and follow the normal daily time schedule

1st Day Exam

1. 8:00-8:34 (34 min)
2. 8:39-10:09 (90 min.) **EXAM**
3. 10:14-11:10:48 (34 min)
4. (A) 10:48-11:18 (30 min. lunch) 11:23-11:57 (34 min.)
10:53-11:27 (34 min.) 11:27-11:57 (30 min. lunch)
5. 12:02-12:36 (34 min.)
6. 12:41-2:11 (90 min.) **EXAM**
7. 2:16-2:53 (37 min)

2nd Day Exam

1. 8:00-9:30 (90 min.) **EXAM**
2. 9:35-10:09 (34 min.)
3. 10:14-10:48 (34 min)
4. (A)10:48-10:18 (30 min. lunch) 10:23-12:53 (90 min) **EXAM**
(B) 10:53-12:23 (90 min.) **EXAM** 12:23-12:53 (30 min. lunch)
5. 12:58-1:32 (34 min.)
6. 1:37-2:11 (34 min.)
7. 2:16-2:53 (37 min)

3rd Day Exam

1. 8:00-8:20 (20 min.)
2. 8:25-8:45 (20 min.)
3. 8:50- 10:20 (90 min)**EXAM**
4. (A)10:20-10:50 (30 min. lunch) 10:55-11:15 (20 min)
(B) 10:25-10:45 (20 min.) 10:45-11:15 (30 min. lunch)
5. 11:20-12:50 (90 min.) **EXAM**
6. 12:55-1:15 (20 min.)
7. 1:20-2:53 (93 min) **EXAM**

Course List

ART & MUSIC

+Art I - (9-12)
Beginning Painting & Drawing- (9-12)
Advanced Drawing & Painting- (9-12)
Three-D Design- (9-12)
Independent Art - (12)
+High School Band - (9-12)
+High School Choir - (9-12)
+Ceramics - (9-12)

BUSINESS EDUCATION

*Accounting I- (10-12)
*Accounting II- (10-12)
*Independent Accounting- (11-12)
*Personal Finance - (11-12)

COMPUTER SCIENCE

Computer Applications (9-12)
Website Design- (9-12)
Website Design II - (9-12)
Multimedia - (10-12)

ENGLISH

English 9 - (9)
English 10 - (10)
English 11-(11)
English 12 - (12)
AP English (12)
Student Publications (10 -12)
Creative Writing (10 -12)

FOREIGN LANGUAGE

Spanish 1- (9-12)
Spanish 2- (9-12)
Spanish 3- (10-12)
Spanish 4- (12)
Spanish 5- (12)
Japanese 1- (9-12) IVN
Japanese 2- (10-12) IVN

INDUSTRIAL TECHNOLOGY

Simple Machines- (9-12)
+Engineering Graphics A- (9-12)
+Engineering Graphics B -(9-12)
+ *Drafting/CAD II- (10-12)
+ *Drafting/CAD III- (11-12)
+ *Independent Drafting- (11-12)
+ Wood Technology - (9 -12)
+ *Building Construction- (11-12)
*Advanced Woodworking- (11-12)
*Independent Woodworking- (12)

MATHEMATICS

Algebra I- (9-12)
Algebra II- (9-12)
Geometry- (9-12)
*Precalculus- (10-12)
*Trigonometry- (10-12)
*AP Calculus AB- (11-12)

PHYSICAL EDUCATION

Basic Physical Education (9)
Adv PE- (10-12)
Team Sports - (10-12)
Lifeguarding - (10-12)
Powerlifting - (10-12)
Health- (9-12)

SCIENCE

Physical Science - (9-10)
Biology - (9-12)
Chemistry - (10-12)
Advanced Chemistry – (11-12)
Anatomy & Physiology- (11-12)
Physics - (10-12)
Botany- (9-10)
Zoology - (9-10)
Agribusiness - (11-12)
AP Biology-(10-12)
Biology C (10-12)
Ecosystems (10-12)

SOCIAL STUDIES

American Government- (10 -12)
AP American Government - (11-12)
World History- (9 -10)
American History-(9 -10)
AP American History- (11-12)
Economics- (11-12)
Psychology (10-12)
AP Psychology (10-12) IVN
Criminal Law (10-12) IVN

SPECIALIZED AREAS OF STUDY

ACT Prep- (11)
Nurse Aide- (11-12)
Auto Body Repair- (11-12)
Cosmetology - (11-12)
Dual Enrollment (9 -12)

*- may be used as senior year math course

+ - may be used as Visual, Performing and Applied Arts credit.

DUNDEE HIGH SCHOOL STUDENT CONDUCT CODE

PREAMBLE

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

School is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship within the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy rights of citizenship is to respect the laws of the community.

The courts have stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments and these rights may not be abridged, obstructed or in other ways altered, except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression.

Teachers and administrators also have rights and duties. Teachers are required by law to maintain suitable environments for learning; administrators are responsible for maintaining and facilitating educational programs.

PHILOSOPHY

Proper student behavior is a primary responsibility of the student. Since parents are also responsible for their child's conduct, the school will keep parents informed of the development or continuation of any unacceptable behavior patterns. Cooperation between parents and school is, therefore, essential to the process of bringing about desired attitude and value changes.

The school is obligated to provide, to the best of its ability, an environment that is conducive to learning; and no individual has a right to detract from this environment. Thus, the purpose of disciplinary action taken by the school may be two-fold. Not only will discipline be used to bring about desired behavior changes, but also to provide a school atmosphere where a student's right to an education is protected.

BASIS IN LAW

No. 380.1311. The board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the board's judgment the interest of the school may demand the authorization or order. If there is a reasonable cause to believe that the pupil is handicapped and the school district has not evaluated the pupil in accordance with the rules of the state board, the pupil shall be evaluated immediately by the intermediate school district of which the local school district is constituent in accordance with section 1711.

No. 380.1300. The board of a district shall make responsible regulations relative to anything necessary for the proper establishment, maintenance, management and carrying on of

the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.

No. 380.1261. The board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district.

No. 380.1312. 1. A teacher or superintendent may use reasonable physical force necessary to take possession of a dangerous weapon carried by a pupil. 2. A teacher or superintendent may use reasonable force on the person of a pupil necessary for the purpose of maintaining proper discipline over pupils in attendance at school.

GENERAL AUTHORITY

Because students are compelled to attend school until the age of 16, the board of education has the general responsibility to supervise these students under the doctrine of *in loco parentis*, that is “in the place of the parent”. Thus, the school district must at times take action to fulfill its responsibility under this doctrine because of student health, safety or welfare considerations. The conduct code is in effect from the time a student leaves home until he or she has a reasonable amount of time to return home after school. Students who are not present in school when school is in regular session are still subject to the disciplinary codes of the school. This means a student who skips school or who is already suspended may be disciplined for his or her actions during school hours as defined by the conduct code.

ZERO TOLERANCE

Monroe County has adopted a “Zero Tolerance” Policy for all county schools. The purpose of a Zero Tolerance Policy is to give police and school personnel a tool to react quickly to serious violations of the law which have arisen within the school setting. Examples of situations where the Zero Tolerance Policy might be used are assault and battery, use of a weapon in the perpetration of an offense, inciting student riots and/or drug trafficking.

I. GENERAL POLICIES

SCHOOL SPONSORED ACTIVITIES

Students at or in the area of school sponsored activities during or outside regular school hours (summer, evening, and weekends included) on or off campus shall be governed by school district rules, regulations and penalties. In addition to school code violation penalties, the student will be denied the privilege of participation and/or attendance at school sponsored activities for a period of time to be determined by the seriousness of the violation and circumstances at the time. To be able to participate in school sponsored activities, including dances, students must be in attendance for a minimum of three (3) full class hours on the day of the event.

High school students are not allowed to attend middle school dances or activity nights.

STUDENT CONDUCT BEFORE AND/OR AFTER SCHOOL

Under state law, students are under the jurisdiction of the school during the period from leaving home to returning home, on or off school grounds.

Students are to conduct themselves in such a way as to bring credit to themselves and to the school.

Any activity that infringes on the rights of property owners, pedestrians or motorists or that could be or is a distraction to classes within the building or is a possible safety hazard is not permitted.

Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document. Example: Fighting, profanity, disrespect, etc., “playing in the street”, loitering.

Students will drive appropriately to and from school. Penalties may range from a simple warning and suspension of driving privileges and/or a suspension from school. In some cases appropriate police authorities may be notified.

STUDENT CONDUCT RELATIVE TO STAFF MEMBER DURING NON-SCHOOL HOURS

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 a parent contact regarding the complaint and an investigation of the incident. A report of the investigation will be filed with the board of education. The board may require a hearing. The hearing will follow the established procedures set forth in the Student Conduct Code under “Hearing Procedures – Board of Education”.

DRIVING TO SCHOOL

Students must have a valid driver’s license to drive to school and register with the high school administration to obtain a current parking permit. A parking fee may be assessed.

CLASS/ORGANIZATIONS

All classes or organizations must be registered. To become registered, the group must have the permission of the administration, an advisor and a list of the goals and objectives of the organization.

DANCES

- Anyone over the age of middle school and under the age of 21 may attend the dance, if accompanied by a Dundee High School student and meet the criteria.
- Students from other schools may attend the dance, if a Dundee High School student signs them up prior to the dance and are approved by school administration.
- Students of the Dundee Alternative High School may attend the dance if they are accompanied by a Dundee High School student and approved by school administration.
- Homeschooled students are allowed to attend dances as long as they are accompanied by a Dundee High School student. The homeschooled student must show proof that they are enrolled in a homeschooled program and are approved by school administration.
- Those people who have dropped out of school will not be allowed to attend dances.

- Anyone bringing a guest is responsible for their behavior and will be punished for that person if they do not follow the rules.

FUNDRAISING

Fundraisers are only allowed by approval from the appropriate building administrator. Only approved fundraisers will be permitted to be sold by students during school hours. Forms for the approval of a fundraiser are available in each building office. After each fundraiser is approved it will be placed on a district calendar and Website to avoid overlap of sales.

STUDENT DRESS

Students are expected to dress in a manner that reflects pride in themselves, their classmates, their teachers, their community and takes into consideration the fact they are students and their appearance should be that of students. Their dress must be conducive to the purpose of their being here, Education!

Any clothing that would distract, provoke, discriminate or intimidate should not be worn to school. Clothing should be worn in the manner and place it was intended. Exceptions may be made at the discretion of the administration of each building.

Classes may establish special dress requirements when necessary for health or safety. (Examples: Industrial Arts, Physical Education or Chemistry).

Student dress and appearance should fall within general limits of cleanliness, good grooming and proper taste.

Student dress requirements may be altered from time to time on approval of the administration to allow for special occasion such as traditional senior “dress down day” or “spirit days”.

The following is not allowed:

1. Any distracting, immodest or bizarre clothing, jewelry or make-up is not permitted. This includes clothing with ***gang insignias, profanity***, tobacco, alcohol, drug logos or sexual connotations or other inappropriate symbols. (Examples: “Big Johnson’s”, “Hooters”, “Coed Naked Shirts”, etc.)
2. Tank tops ***that reveal undergarments*** or ***open*** muscle shirts are not permitted unless they are worn in combination with other clothing that meets dress code requirements.
3. Hats, sweatshirt hoods, sweatbands, bandanas (male or female) or dark glasses are not to be worn inside the school. Dark glasses may be worn if prescribed by a doctor.
4. Halter tops, spaghetti straps, bare midriff apparel, ***or tops that bare cleavage*** are not allowed. Slit skirts, boxer short or pants that expose normally covered areas of the body are not allowed.
5. Bare feet are not allowed. ***Only hard-soled*** shoes or sandals must be worn.
6. Any type of style of “see through” or sheer clothing that exposes normally covered areas of the body or undergarments are not permitted.
7. Spandex ***or any similar skin-tight fabric*** is not permitted unless worn under shorts or other apparel that conforms to the dress code.
8. ***The School Administration will make the determination of any student in question of violating the dress code.***

TECHNOLOGY

The Dundee Community School District's telecommunications network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network, no expressed or implied guarantee is made regarding the privacy of electronic mail (e-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. 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.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure 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, 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
- The following are some examples of items deemed inappropriate by the use policy: Social Media Networks, Internet games, chat programs, commercial e-mail, online auction sites, streaming audio and video (including Internet radio) for entertainment purposes, the transfer of files and software to district computers, changing of computer configuration including, but not limited to, desktop appearance, printer setup, screensavers and task bar configurations, the use of outside media and flash devices, including CD's, iPods, USB memory and MP3 players, anonymous communication and attempts to circumvent district policies.

Violations may result in a loss of access as well as other disciplinary, monetary or legal action.

SURVEILLANCE CAMERAS

The campus is under camera surveillance. Anyone on campus may be monitored at any time.

CAMERAS

Cameras are not to be used during school hours. If there is a special project going on in a class that necessitates the use a personal camera, permission must be given from the principal or assistant principal. Cameras are not to be used in the cafeteria, restrooms or locker room areas for any reason.

CELL PHONES

Cell phones will be allowed to be brought to school. During school hours from the first bell to the last bell all cell phones are to be in the off position.

Any cell phone or electronic device visible or in use during school hours will be confiscated. Failure to comply with a request to hand over the cell phone will result in an automatic suspension.

If a phone or electronic device is confiscated it will be turned over to the principal. On the first offense the device will be returned to the student at the end of the day. On the second offense a parent must come in to retrieve the device. If this problem persists beyond two incidents per semester, the student may be suspended.

PURSES/TOTE BAGS

Purses, totes and backpacks may be taken to class if they are small enough to fit under the desk in the basket provided in most classes. If they are too large to fit in the basket, they must remain in their locker.

SIGN OUT PROCEDURE

To leave during school hours, students must “sign out” at the appropriate office. A student will be allowed to sign out on the basis of a parent’s written or verbal request. Students may not leave the building at any time without signing out. Students must have permission of their parent/guardian to sign out and may not sign out during lunch unless their parent comes into the office to sign the student out personally. Failure to comply will result in disciplinary action.

BOARD OF EDUCATION

In situations where corrective measures appear to be ineffective, a student may be referred to the board of education or a committee of the board. The purpose of such a conference will be to inform the board of the situation relating to a particular student and to provide both parties an opportunity to discuss the matter in a private (or public, if parents so choose) forum. In situations where extreme behavior problems exist, the administration may recommend action to be taken by the board of a nature reserved to it by law.

STUDENT COOPERATION

Students are expected to cooperate honestly and fully with school officials in the investigation of disciplinary matters. This is for the safety and welfare of everyone within the school community. Confidentiality will be maintained by the administration whenever possible. Lying or intentionally misleading officials will result in serious penalties.

LOCKERS (Gymnasium/Hall)

School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers which have been provided for the convenience of students. The school authorities may conduct periodic general inspections of lockers for any reason, at any time, without notice or student consent and without a search warrant. The liaison officer may be involved in locker searches. The entire Board policy which outlines the guidelines for locker searches can be found in the Superintendent's office.

METAL DETECTOR SEARCHES

The school may use metal detectors at random, with or without cause, at times to be determined by the school board or school administration.

CANINE SEARCHES

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 and/or drugs, alcohol and gun powder in school lockers and in students' 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.

II. ACADEMIC POLICIES

TESTING OUT

A student who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of **not less than a C+ (77)** for the final exam and/or other comprehensive paper, portfolio, presentation, project or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit under this policy will earn a grade of "pass" and shall not be used in computations of grade point average and will count towards the total required credits for graduation. Credit may be used to fulfill prerequisites for other courses and subjects are credit requirement for graduation.

POLICY TO ALLOW STUDENTS TO MAKE UP CREDITS

Dundee High School requires that all students pass 28 credits to receive a diploma. Most students complete this requirement in the traditional manner. However, some students fail classes and need alternative opportunities to make up credits so it is possible for them to graduate on time with their class. This policy is designed to clarify the alternative methods open to Dundee High School students to make up credits.

Students can elect to make up credits in the following ways:

1. Repeat the class at next available semester
2. Use a credit recovery program provided by the school
3. Repeat the class through a correspondence school approved by Dundee High School
4. Take classes through an approved night school program
5. Take classes through an approved summer school program

To make up credit the student must first have taken and failed the class at Dundee High School.

To enroll in an alternative option class, students must meet with a guidance counselor who will provide information about the alternative class. Written approval by the guidance counselor is needed for enrollment. Grades earned in alternative option classes will count in a student's grade point average. Four (4) total credits in any combination will be allowed to count toward the twenty eight (28) credits required for graduation from Dundee High School.

Students who want to make up credits through correspondence school or night school must be in their third year of high school.

If a student needs a credit to be eligible for athletics the credit must be made up by the end of the first day of the new semester (i.e., final grade must be received). If the final grade is not received by the first day of the semester the student is ineligible for athletics for that semester. If a contest is held before the 1st day of the semester the student will be ineligible to participate until the final grade is received.

III. ATTENDANCE

It is important that students are in school and in their classes so attendance codes will be as follows:

A- Absent from class (EXCUSED OR UNEXCUSED)

EX- Excused Absence is used only in the event of a Court ordered absences, death in the family absence or absences related to a hospital stay with documentation on file.

SB- School Business or school related absence.

T- Tardy (If a student is more than (15) minutes late for class they will be marked as "A")

ATTENDANCE PER SEMESTER

Students absent from class for up to 12 days per Semester will be excused. Any student absent from class for 13 or more days will automatically receive a letter grade of "F" for the class on their transcript.

If the student continues to attend after the 12th absence and makes a good effort, the student will be allowed to take the final. If the student receives a 70% or better on the final, the student will still receive an F on the transcript, but **will** be awarded the credit for graduation through the credit recovery program.

School related absences, court ordered absences, and death in the family absences or absences related to a hospital stay will not count toward the 12 days. Documentation for all situations should be turned into the office and keep in the student's file.

Any student with absences exceeding (12) in a semester will automatically be directed to an administrative attendance review. This means that each student's file will be individually examined in order to determine the reasons behind his/her excessive absences. Based on the outcome of this administrative review, a student may or may not be granted a reprieve. For those students who are not granted a reprieve, a letter will be sent home indicating this denial and the next step in the appeal process. The request for an appeal must be made within (7) days. If a

parent requests an appeal, they must attend a meeting expressing their child's situation and reasoning for the excessive absences to an established committee that will make a decision on whether to grant a reprieve based on the evidence provided. Once the committee makes this decision, written and/or verbal communication will be made within two days.

The Attendance review committee will do one of the following:

1. Excuse absences due to circumstances
2. Student placed on an attendance contract
3. Student received failing grades for all classes over (12) absences and only receive credit if a student passes the final exam with a 70% or higher.

ATTENDANCE INCENTIVE (2nd SEMESTER SENIORS ONLY)

Seniors with a grade of B- and three (4) or less absences for the spring term will not be required to take the final exam. School related absences and an absence due to a death in the immediate family will not be counted in the total and are not counted in this exam exemption. A senior who does not have to take the exam may do so to try and better his/her grade. It will not be averaged if it does not help the grade. The School Administrators will make the determination of any student in question.

TARDINESS

A teacher will define a student as being tardy if the student is not physically present in the classroom or seated in his/her assigned seat when the bell rings. Tardies are counted by individual classes and accumulate only for the current semester. In addition, after three (3) tardies in the same class, the teacher will issue the student a detention. If the student receives two more tardies in that class for a total of five (5) tardies, he/she will receive a second detention. If the student reaches seven (7) tardies in the same class, the teacher will send a referral to the office and the student will be assigned an in-school suspension. If the student is still tardy and reaches eight (8) tardies in one class, the student will receive an in-school suspension for each additional tardy starting with eight (8).

Students may receive an excused tardy to deal with car malfunctions once per semester.

TRUANCY

Truancy is considered to be absent from school. The school may consider a student truant even with parental permission if the reason for absence is completely unjustifiable. If the student is less than 16 years of age a report of the truancy will be made to the appropriate authorities.

HALL, GROUNDS, SCHOOL ACTIVITY BEHAVIOR

Students are expected to conduct themselves properly at all times

The following behaviors are not acceptable: yelling (although not acceptable in the halls, it is permissible at appropriate times such as during an athletic contest or pep assembly), running in the halls, pushing, hitting, calling names, yelling, talking or otherwise causing a disturbance during an assembly, defacing property, chasing, throwing snowballs, being in areas at times

when the area is restricted, arguing with other students, congregating in the restrooms, sliding down banisters, skateboarding, rollerblading.

Eating and drinking coffee or soft drinks is allowed only in the cafeteria, as a general rule. Bottled water in a clear plastic container is, however, permissible in classrooms with teacher approval.

Drink or snack machines are to be used before or after school only.

Penalties for violations will range from a warning up to a five (5) day suspension. Typically, a warning will be given and a discussion will be held with the student as a first corrective measure.

Other rules for classrooms or specialty areas may apply. These rules must be approved by the administration and distributed and explained to the classes. Failure to follow these rules may lead to school penalties.

INCIDENTS OF MISCONDUCT

CRIMINAL ACTS

Any student who commits a criminal act will be reported to the proper law enforcement agencies. Appropriate action will additionally be taken by school authorities. The following activities are among those defined as criminal under the Laws of the State of Michigan and are listed here as examples. They are not inclusive, but serve only as a guide. Some examples of criminal acts are as follows: arson, assault, burglary, battery, counterfeiting, extortion, blackmail or coercion, having, using and/or threatening to use firearms or explosives, larceny, malicious mischief, robbery, sale, use and/or possession of alcoholic beverages or illegal drugs, trespassing, unlawful interference with school authorities, unlawful intimidation of school authorities and/or vandalism.

Violations of the law that occur at times other than when school is in session or at times when the student is not attending school sponsored activities will be handled by appropriate police and/or legal agencies. Additional disciplinary action may be taken by the board of education. Disciplinary action may also be taken by the building principal. This action may be, at a minimum, a one (1) day suspension. However, the building principal may also determine that a suspension is necessary until a board hearing occurs. If the act committed is thought to be violent, the student may additionally be required to attend six (6) weeks of anger management classes as a condition of returning to classes.

WEAPONS

Students are not to bring any type of weapon or object that may be used aggressively or in a threatening manner toward another person. Such weapon is forbidden to be on or around school grounds at any time of the day or night. Such violations will be dealt with severely. Weapons are described as a knife, gun, slingshot, etc. This is not an inclusive list of all types of weapons. Penalty for possession of a weapon is up to a five (5) day suspension, parent notification and police notification. A hearing before the board of education may be required. Further action may be taken under criminal acts.

Any item or device on the person, locker, car, etc., that circumstances indicate was brought to school for use as a weapon will be confiscated immediately by school personnel.

Police and parents will be notified. School action, up to and including expulsion for use/possession of a weapon, will be based on conditions that exist at the time.

The possession or use of any dangerous weapon, the act of arson and the act of rape are prohibited on district property or a district sponsored activities. A dangerous weapon includes:

1. Firearms
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. The frame or receiver of any such weapon
 - c. Any firearm muffler or silencer, or
 - d. Any destructive device, including bombs, rockets or any other explosive type of devices
2. Dagger
3. Dirk
4. Stiletto
5. Knife with a blade over three inches in length
6. Pocketknife opened by mechanical blade
7. Iron bar
8. Brass knuckles
9. Pellet or air guns

School officials are authorized to confiscate such weapons from students or other persons.

Students violating this policy shall be expelled from school permanently, subject to possible reinstatement as described later, unless the student establishes a clear and convincing manner of at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not have reason to know that the object or instrument possessed by the student constituted a dangerous weapon
4. The weapon was possessed by the student at the suggestion, request or direction of or with the express permission of school or police authorities.

The complete policy is available upon request at the building administrative offices.

PHYSICAL ASSAULTS COMMITTED BY STUDENTS AGAINST OTHER STUDENTS

Level 1 – Confrontation – Verbal or physical pushing, shoving, placing hands and/or threats made to another student. Penalty: Warning up to a three (3) day suspension.

Level 2 – Aggressive Behavior – Physical or verbal, may or may not include inappropriate language or threats. (Neutral party needed for intervention.) Penalty: warning up to a three (3) day suspension. Continued offenses will result in persistent disobedience and an additional suspension.

Level 3 – Fight – Physical nature, three (3) days of suspension up to ten (10) days. First offense - three (3-5) day suspension. Second offense – five (5-10) day suspension. Third offense – ten (10) day suspension. Fourth offense will result in a hearing before the board of education.

Level 4 – Battery/Assault – A fight that may involve premeditation or a fight that occurs after a direct warning not to fight or in the case of parties refusing to stop fighting when so directed. The penalty is up to a ten (10) day out of school suspension.

Level 5 – Aggravated Assault and Battery – The board of education shall expel a student in grade 6 or above up to 180 school days if the student commits a physical assault, as defined by MCL 380.313a12B -1, against another student on school property, on a school bus or other school related vehicles or at a school sponsored activity or event. The board may modify the expulsion period on a case by case basis.

AGGRESSIVE BEHAVIOR TOWARD SCHOOL PERSONNEL OR SCHOOL PROPERTY

Threats of any kind made to and/or physical contact with school personnel or school property constitutes, at a minimum, aggressive behavior. Any student thought to be behaving aggressively toward school personnel or property will receive an immediate suspension from all classes and school activities pending an investigation. The police may be notified. Additional action may also be taken by the board of education.

HARASSMENT, INTIMIDATION OR BULLYING

By definition is any gesture or written, verbal, cyber or physical act that a reasonable person should know will have the effect of harming another person. This includes damaging another person's property or placing a person in reasonable fear of harm to his or her person or property. Any behaviors that cause insulting or demeaning of any person or group of people in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil.

Harassment, intimidation or bullying includes, but is not limited to, a gesture or written, verbal, cyber or physical act that is reasonably perceived as being motivated by a pupil's religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, height, weight or socioeconomic status or by any other distinguishing characteristic. This type of behavior will be taken seriously and WILL NOT be tolerated in school, at after school activities, school sponsored events or on school property after normal school hours. Penalty: up to a five (5) day suspension and a required parent conference before the student is allowed to return to school.

Additional incidents may result in suspension until a board hearing with a parent conference and involvement from appropriate law enforcement agencies.

Any reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying will result in additional suspension, parent conference or law enforcement involvement.

FALSE FIRE ALARMS AND BOMB THREATS

Causing and/or participating in a false fire alarm and/or making a bomb threat is a serious school offense as well as a violation of the law. Immediate suspension from classes and extracurricular activities will be given to any student who is thought to have participated in these types of acts pending investigation by police agencies and action by the board of education.

EXPLOSIVES

Possession of explosives in the nature of firecrackers and smoke bombs will result in a minimum of one (1) day suspension. Use of these devices on campus will result in immediate suspension from classes and extracurricular activities from three (3) to ten (10) school days. Continued possession or use of these devices will result in a board hearing with a recommendation of expulsion. The penalty for the first offense of possession of explosives for students grade 6-12 will be a warning. The penalty for using such devices will be suspension up to three (3) days.

INAPPROPRIATE AND/OR POTENTIALLY DANGEROUS OBJECTS

Any object that is considered inappropriate or potentially dangerous in the school setting will be confiscated immediately by school personnel. Examples of some objects that the school considers inappropriate are as follows: toy guns, rubber knives, matches, lighters, handcuffs, squirt guns, loud toys (radios), pagers, laser pens and pepper spray. **Electronic devices such as MP3 players, iPods or handheld electronic games must remain in the locker during classes, but may be used during lunch. Other objects which are not permitted onto school ground are skateboards, rollerblades or shoes with retractable wheels.**

Any object which has been confiscated by the school will be returned only to parents. Parents must make arrangements to pick up the confiscated item within one (1) week of it having been seized. After one week the object will be disposed of. A first offense requires a conference with parents. A second offense may result in a suspension of up to three (3) days.

EXPOSURE

Students are expected to behave in an appropriate and lawful manner. Any intentional inappropriate exposure of body parts or sexual touching will result in a suspension from school. First offense – parents required to meet with the school authorities, possible legal action and up to five (5) days of suspension. **Any student suspended for indecent exposure must have a safety evaluation at the student's expense before being allowed to return to school.** Second offense – may result in a board hearing.

UNDUE FAMILIARITY

Students are not to show excessive familiarity with classmates. A student should think before addressing another student with anything but his/her given name. Physical display of affection is limited to hand holding. The penalty for violating this rule will be: first offense – a warning and parents notified, second offense – a one (1) day suspension, third offense – up to three (3) days out of school for insubordination.

DISRESPECT

Disrespect is any behavior that degrades or is intended to degrade another. Irreverent and disrespectful behavior shown toward any other student and/or school personnel, including their authority, will result in suspension. Circumstances will determine the length of suspension which will be from one (1) to three (3) days. Parental contact must be made before the student may return to class.

HALL, GROUNDS, SCHOOL ACTIVITY BEHAVIOR

Students are expected to conduct themselves properly at all times.

The following behaviors are not acceptable: yelling (although not acceptable in the halls, it is permissible at appropriate times such as during an athletic contest or pep assembly), running in the halls, pushing, hitting, calling names, yelling, talking or otherwise causing a disturbance during an assembly, defacing property, chasing, throwing snowballs, being in areas at times when the area is restricted, arguing with other students, congregating in the restrooms, sliding down banisters, skateboarding, rollerblading.

Eating and drinking coffee or soft drinks is allowed only in the cafeteria, as a general rule. Bottled water in a clear plastic container is, however, permissible in classrooms with teacher approval.

Drink or snack machines are to be used before or after school only.

Penalties for violations will range from a warning up to a five (5) day suspension. Typically, a warning will be given and a discussion will be held with the student as a first corrective measure.

Other rules for classrooms or specialty areas may apply. These rules must be approved by the administration and distributed and explained to the classes. Failure to follow these rules may lead to school penalties.

VANDALISM

For acts of vandalism to school property or on school property to a student or school employee's personal property, penalty of up to a five (5) day suspension, parent notification, police notification and reimbursement for the cost of repairs or replacement. **A hearing before the board of education may be required for additional action up to and including expulsion. Students doing vandalism to school property or other school's property may be denied including, but not limited to, the opportunity to walk during their graduation commencement ceremony, prom, senior awards night, spring picnic, and senior breakfast.** Further action may be taken under criminal acts.

FIELD TRIP BEHAVIOR

Students being transported by school bus on field trips are expected to conduct themselves in such a way so as to avoid distracting the driver. Examples of distracting behavior are standing while the bus is in motion, loud talking or yelling, throwing things including paper, obscene gestures or comments, interference with driver, teacher or chaperone by remark or actions.

Students are expected to not misuse permission forms. Examples would be forgery of permission slips or obtaining permission slips by providing false information or with intent to misuse. Students found guilty of violating this rule will be denied field trip school transportation for one (1) school year. The student's privileges may be reinstated after one-half school year if the student's conduct justifies it and the student request reinstatement. The denial does not include required transportation that is necessary for participation in athletics, band, chorus, etc.

INSUBORDINATION

Insubordination is defined as defiance of authority and disobedience toward school employees. The penalty is up to a three (3) day suspension.

PERSISTENT DISOBEDIENCE

Persistent disobedience is the continual disregard and/or violation of classroom, bus and/or other school rules. The penalty is a suspension of up to three (3) days. A conference with the student's parents will be required prior to the student's return to school. Additionally, a referral to a board of education hearing may be made if other interventions fail.

REFERRAL TO OFFICE

Failure to report to the office as instructed by a school employee will result in a suspension of up to three (3) days. A first offense will result in a one (1) day suspension from school.

CHEATING

For a first offense, the student will be referred to the office and receive a zero on the test or assignment. A letter will notify parents. For a second offense, the student will be referred to the office and **will need a C+ to get credit for the class**. A letter will notify parents. For a third offense, the student will be referred to the office and fail the semester. Again, parents will be notified by a letter. The offenses are cumulative for each school year.

PLAGIARISM

Plagiarism is the stealing of original creations, ideas or words from a variety of sources, such as books, TV, magazines, journals, databases, artwork and Internet sources for one's personal and/or scholastic benefit. Plagiarism is the most serious academic offense one can commit. The plagiarist incorporates ideas, statistics and examples he or she did not research and presents it as if he or she had done so. Plagiarists lift direct quotes or paraphrase ideas and fail to cite the source of information through either footnotes or citation, according to the instructor's preference. Plagiarists also fail to use a works-cited or bibliography page; thus, students fail to give proper credit to their sources. Plagiarism includes stealing ideas from other students as well as "recycling" papers from year to year. As a result of this serious offense, no credit can be given for the plagiarist's effort.

Since plagiarism is a form of cheating, all plagiarists will be subject to the same penalties as outlined in the cheating guidelines.

FORGERY

Forgery and/or use of school control forms such as library passes, hall passes and/or other school documents will result in the following penalties. A first offense will result in denial of privileges provided by the form for twenty (20) school days. A second offense will result in denial of privileges provided by the form for forty (40) school days and parents will be notified.

Forgery and/or use of forged excuse notes will result in penalties up to a three (3) day suspension and parent will be notified.

STEALING/THEFT

First offense – up to three (3) days suspension, restitution, parent notification, possible police involvement.

CONTROLLED SUBSTANCES/DRUGS AND ALCOHOL

Use and possession – Students who are in possession of drug-related paraphernalia or who use, possess or are under the influence of controlled substances, drugs or alcohol, narcotics,

amphetamines, hallucinogens, inhalants, Ecstasy or other dangerous drugs including look-alike drugs such as Mini-thins, Ephedrine, Ginseng, or any other over-the-counter medications on or near (adjacent to) district property during school hours or at any school sponsored activity either on or off campus, are subject to immediate suspension and/or expulsion.

The suspension or expulsion of handicapped students shall follow procedures outline in the district's administrative procedures for handicapped child suspension/expulsion.

First Offense – The administration shall:

- (a) notify appropriate law enforcement agencies, if circumstances warrant
- (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee
- (c) suspend the student for violation of district rules for ten (10) days, with an expulsion recommendation pending

If, however, an assessment is completed by an approved third party at the parents/guardians expense and the results made available the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension. However, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and expulsion recommendation will stand.

Additionally, the student as well as each of the student's parents will be required to attend a drug education program for six weeks. Students that do not attend the recommended drug education program will be subject to further suspension.

Second and/or Subsequent Offenses – The same procedure previously set forth for first offenses will be followed with an additional recommendation for expulsion.

Distributing – Students who share and/or sell alcohol, narcotics, amphetamines, hallucinogens, inhalants, Ecstasy or other dangerous drugs including look-alike drugs such a Mini-thins, Ephedrine, Ginseng or any other over-the-counter medications to other students or persons on or near (adjacent to) district property during school hours or at any school-sponsored activity, either on or off campus are subject to immediate suspension and/or expulsion.

First Offense – The administration shall:

- (a) notify appropriate law enforcement agencies
- (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee
- (c) suspend the student for violation of district rules for ten (10) days with an expulsion recommendation pending

If, however, an assessment is completed by an approved third party at the parents/guardians expense and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension. However, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the Principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and expulsion recommendation will stand.

Additionally, the student as well as each of the student's parents will be required to attend a drug education program for six (6) weeks. Students that do not attend the recommended program will be subject to further suspension.

Second and/or Subsequent Offenses – The procedures employed shall be the same as for second and/or subsequent offenses under the preceding directive, “Use and Possession”, except that the student shall now be recommend for expulsion from school according to the fullest extent of the law.

Paraphernalia – Students who possess or distribute drug-related paraphernalia such as roach clips, bong, pipes and other related paraphernalia to other students or persons on or near (adjacent to) school district property during school hours or at any school sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

First Offense – The administration shall:

- (a) Notify appropriate law enforcement agencies, if circumstances warrant
- (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee
- (c) suspend the student for violation of district rules for ten (10) days with an expulsion recommendation pending

If, however, an assessment is completed by an approved third party at the parents/guardians expense and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension. However, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the Principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and expulsion recommendation will stand.

Second and/or subsequent offenses – The same procedures as set forth for first offenses will be followed with an additional recommendation being made for expulsion.

The suspension or expulsion of handicapped students shall follow procedures outlined in the district’s administrative procedures for handicapped child suspension/expulsion.

Extracurricular Activities and Substance Abuse – Students involved in extracurricular activities, including organizations and clubs, may lose the privilege of participation if they violate the substance abuse policy. Additional guidelines, which apply to all student athletes, exist in the Athletic Handbook. Discipline and intervention procedures for extracurricular activities correspond to those found in the District Substance Abuse policy. Guidelines for controlled substances and alcohol are included in the Student Assistance Program. Copies are available in each school office.

Over-the-Counter Drugs – Possession, misuse, distribution or sale of over-the-counter drugs will result in parent notification and suspension until a parent conference has been held and referral is made to a counselor/outside agency.

TERRORIST THREATS/ACTS

The Building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following guidelines shall be applied:

1. The Building Principal shall immediately suspend the student for a period of up to three (3) days, until the investigation is complete.
2. The Building Principal shall promptly report the incident to the Superintendent and, if necessary, law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terrorist threats or committing terrorist acts, prior to readmission the Board may require, but is not limited to, one or more of the following:

1. That the student provides competent and credible evidence that the student does not pose a risk of harm to others.
2. That the student participates in a counseling program approved by the Superintendent, and/or
3. That the student makes restitution for damage and expense incurred as a result of the incident.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

TOBACCO PRODUCTS

Possession of any tobacco product, including cigarettes, cigars, chewing tobacco or tobacco snuff or any look-a-like cigarettes, cigars, tobacco snuff, lighters, or matches is prohibited on school property or at any school sponsored events on or off campus. This would include students going to and from the school bus regardless of whether they are on school property. Students who violate this rule are subject to up to three (3) days of suspension. The penalty is: first offense – one (1) day suspension. Second offense – three (3) days of suspension.

IV. ADMINISTRATIVE CORRECTIVE MEASURES

CONFERENCE

In cases of misconduct, conferences among involved parties: the student, parents/guardians, teachers and/or any other person deemed necessary, will most often be the initial step and hence, the most common method, used to bring about the desired change in the student's behavior.

DETENTION

This measure will be used to correct misbehavior when less stringent methods have failed. The person issuing the detention will inform the student why the detention was issued and when it is to be served. A minimum of one (1) week's notice will be given so the student can provide for his or her transportation.

The person issuing the detention will turn a copy into the office, along with a letter in duplicate, explaining the reason for the detention. A copy of this letter, as well as a copy of the detention procedure and policy, will be sent to parents.

Detention time in conflict with extracurricular activities or jobs will not be valid reasons for dismissal or postponement of the established time. Failure to serve a detention will result in an in-school suspension.

SUSPENSION

Suspensions will be used for serious cases of misconduct. They will be for no longer than ten (10) consecutive school days with the exception of indefinite suspensions. Indefinite suspensions will be issued in cases where behavior is such that a conference with the parents is thought necessary and beneficial or the circumstances and seriousness of the misbehavior

warrant a hearing with the Board of Education. The length of suspension in these cases will be either until a conference is held or until a board hearing is determined to be mandatory or both.

In each case of suspension, an attempt will be made to contact parents by telephone. Additionally, parents will be notified by a letter that states the reason the student has received the suspension. A copy of this letter will be provided to the student to take to his or her parents at the time he or she is dismissed. Another copy of the letter will be mailed. A third copy of the letter will be filed. Suspensions may be from classes and extracurricular activities or from extracurricular activities only. Students who are suspended from school are not allowed to be on or near school property or attend any after school activities or contests, both home and away. Examples of school activities that suspended students may not attend or participate in while suspended are: athletic practices and competitions, club meetings, dances and/or any other school sponsored activities. At the high school, days of suspension will count toward their 12 allotted days of the attendance policy. The student will be responsible to have all work missed completed at the time they return. They will also be immediately responsible for tests and quizzes upon their return.

Students who are suspected of being handicapped or have been certified handicapped under Michigan Special Education Rules will be afforded all of the rights provided by the special education rules regarding suspension and expulsion.

IN-SCHOOL SUSPENSION

Our goal is to keep students in school and on task. For this reason we have designed an in-school suspension policy. In-school suspensions are alternatives to out of school suspensions.

Students who have received an in-school suspension will be assigned to an in-school suspension room for the day with class work to be completed. Students are given the opportunity to complete all daily assignments during an in-school suspension. If the student chooses not to complete the assignments, they will not receive credit for those assignments. A student who is a disciplinary problem or who commits a serious offense while serving the in-school suspension may be assigned an out of school suspension according to the conduct code. Students serving an in-school suspension are not allowed to be on or near school property or attend any after school activities, both home and away. Examples of school activities that suspended students may not attend or participate in while suspended are: athletic practices and competitions, club meetings, dances and/or any other school sponsored activities.

In-school suspensions will be given, at the discretion of the administrator, for excessive unexcused absences or tardiness, profanity/obscene language and/or other offenses which occur. Guidelines for in-school suspension programs will be distributed to each student receiving a suspension. Any student who skips an in-school suspension will be suspended out of school for two (2) days.

The high school has set a limit of three (3) days of in-school suspensions per semester. Any day over and above three (3) days per semester will result in an out of school suspension.

SNAP SUSPENSION

The student will be removed from class. The teacher will contact administration and the parent as to the reason for removal as soon as reasonably possible.

V. RIGHTS, RESPONSIBILITIES AND PROCEDURES

FREEDOM OF SPEECH AND ASSEMBLY

1. Students are entitled to verbally express their personal opinions at appropriate times and places as determined by school authorities. In no case shall an opinion be expressed that could reasonably be expected to lead to disruption. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document.

FREEDOM TO PUBLISH

1. Students are entitled to express in writing their opinions at appropriate times and places as determined by the school authorities. In no case shall an opinion be expressed if its purpose is to disrupt or lead to disruption. The disruption of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.
2. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
3. Libel, obscenity and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the distribution without charge of non-school sponsored student newspapers published by students of the school district. Publication will not be on school property and distribution will only be at times and places designated by school authorities.

SEARCH AND SEIZURE

The school system has the right to search a student or a student's possessions if the search is justified at its inception and is reasonably related in its scope. Under normal circumstances, this means that the school may search a student or a student's possessions if there are reasonable grounds to believe that the student has violated (or has evidence of a violation of) federal, state or local law or school rule and the search is reasonably related to the objectives of the search given the circumstances.

The school district also maintains lockers and desks for student use. The school system retains the right to make regular and unannounced inspection of all of its property, including lockers and desks used by students.

Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Dundee Community Schools. Federal constitutional law does not require a board level hearing except in cases involving long term suspensions (potentially eleven (11) days or more).

1. The hallmark of the exercise of disciplinary action shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. Suspension of one (1) to eleven (10) days.
 - A. An informal meeting with the principal will be held prior to suspension.
 - i. The student will be presented with oral or written notice of the specific charges, which are the basis for disciplinary action to be taken against him/her and an explanation of the evidence against him/her.
 - ii. The student will have the right to present any relevant information that will support his/her defense.
 - iii. If the school principal suspends the student, the principal will notify the parents as soon as possible of the suspension, the reason for it and the steps required for the student's return. The principal will meet with the parents or guardians and the student to plan the satisfactory return of the student to the school setting, if requested.
 - B. Unfavorable decisions in suspension of one (1) to four (10) days may be appealed to the superintendent.
 - i. Such appeals shall be made within the period of suspension. During the time of the appeal to the superintendent, the student will remain out of school. The superintendent shall affirm or modify the terms of the principal's action within two (2) working days of the appeal. The superintendent's decision in cases of short-term suspensions (one (1) to four (4) days) shall be final.
 - ii. A suspension of more than ten (10) days must have superintendent approval through the Board of Education. A hearing with the Board of Education or Board Committee will be granted after a written request for a hearing or appeal is received by the superintendent. Only in unfavorable decisions of suspensions of (10) days or more may appeals be made to the board of education, which shall review the decision to determine if competent material and substantial evidence supports the decision.

HEARING PROCEDURES – BOARD OF EDUCATION

The following procedural guidelines will govern the expulsion/suspension process of the board of education.

1. Written notice of charges against a student will be supplied to the student and his/her parent/guardian. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.
2. Parents or guardians should be present at the hearing.

3. Legal counsel may represent the student, parent/guardian.
4. The student shall be given an opportunity to give his/her version of the facts. He/she should be allowed to offer the testimony of other witnesses and other evidence. The witness's name must be reported to the board of education a minimum of two (2) school days prior to the hearing. The student shall be allowed to observe all evidence offered against him/her. Only in suspensions of eleven (11) or more days will the student be allowed to question witnesses.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The board of education shall state, within a reasonable time, its findings and its decision as to expulsion/suspension or other penalty it deems appropriate. The student may be suspended during this interim period.
8. The findings of the hearing authority (superintendent or board of education) shall be reduced to writing and sent to the student and his/her guardian.

STUDENTS WITH DISABILITIES

1. Students suspected of having a disability or who have been identified as having a disability may be suspended up to ten (10) school days without additional due process requirements.
2. Students with a disability who have been suspended for more than ten (10) school days will be afforded the due process rights required in the Individuals with Disabilities Education Act (IDEA).
3. Students suspected of having a disability will be evaluated according to the Revised Administrative Rules for Special Education prior to repeated suspensions beyond ten (10) school days.
4. Students suspected of having a disability or who are identified as having a disability may be placed in a 45-calendar day interim alternative educational setting. The alternative educational setting may be considered in situations where weapons or illegal drugs/controlled substances were involved or where the student's current placement is determined to be dangerous to him or to others.

