

# **Tri County Area High School**

## **Student Handbook**

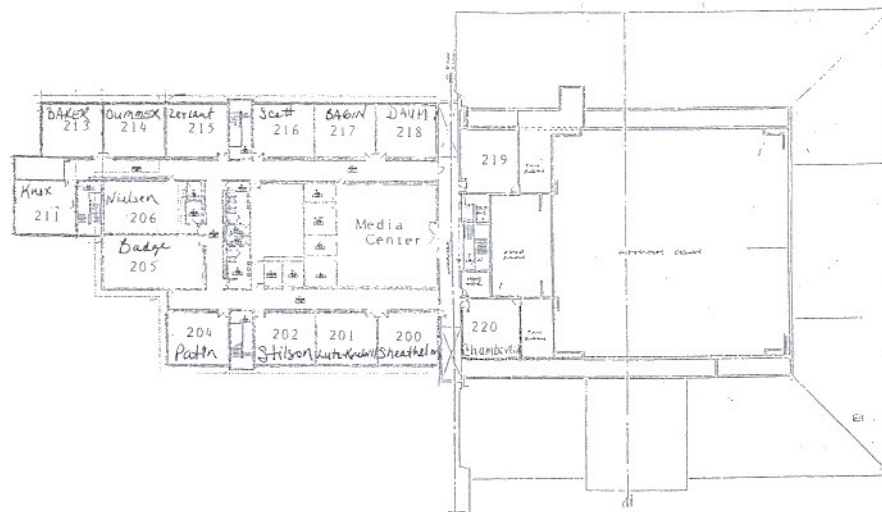
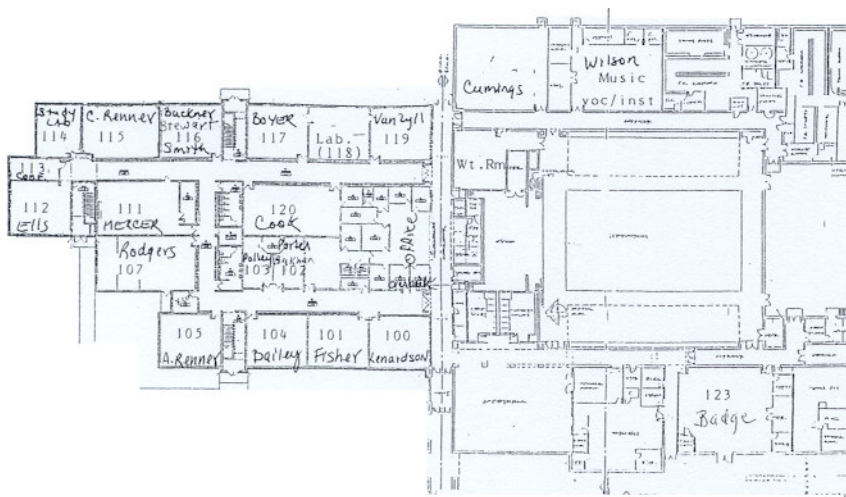
**Revised: 2006**

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### High School Map



## **Tri County Area High School Mission Statement**

*Tri County High School students will achieve their highest educational potential.*

### **SCHOOL IMPROVEMENT GOALS**

*All students will improve math skills in all curricular areas.*

*All students will improve reading skills in all curricular areas.*

*All students will improve writing skills in the areas of conventions, organization, and content.*

### **INTRODUCTION**

Described in this handbook are the Tri County Area Schools Board of Education policies, rules and procedures used to implement those policies at Tri County Area High School.

### **ELASTIC CLAUSE**

The Board of Education and school administrators reserve the authority to establish fair and reasonable rules and procedures for protecting the health and safety of students under circumstances not specifically referred to in this handbook. In all cases, the consequences and benefits of such rules and procedures will be consistent among students.

The rules and procedures described in the handbook apply to all school sponsored activities, including those held before school, after school, and those held off Tri County Area High school grounds and while on Tri County bus transportation.

### **ADMINISTRATION**

Mr. James Scholten	Superintendent	616-636-5454
Ms. Dee Korson	Director of Curriculum & Special Education	616-636-5454
Mr. Mark Simons	High School Principal	231-937-4338
Mr. Joseph Williams	High School Assistant Principal	231-937-4338
Mr. Kurt Mabie	Middle School Principal	231-937-4318
Ms. Kim Zdybel	Middle School Assistant Principal	231-937-4318
Ms. Susan Wanner	Edgerton Upper Elementary Principal	231-937-4391
Mr. Raymond McLeod	MacNaughton Principal	231-937-4380
Ms. Krystyna Sweeney	Sand Lake Principal	616-636-5669

### **BOARD OF EDUCATION**

Mr. Robert Cichewicz  
Mr. George Bradley  
Ms. Janet Powell  
Mr. Mike Bergman

Mr. Rick Fahner  
Ms. Mary Inman  
Mr. Curt Kellogg

## STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Tri County Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the Tri County Schools' compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Mr. Jim Scholten  
Tri County Area Schools  
94 Cherry Street  
Sand Lake, Michigan 49343

Discriminatory harassment of any form is unacceptable to this school district and subject to disciplinary action.

## STUDENT RECORDS

### Introduction

Every student at TCAHS has a cumulative folder (CA60). The record was started beginning elementary school.

Included in the cumulative folder are the student's identification information, health records, academic transcript, standardized test scores, behavioral history, and other documentation relating to the student's school experience.

Under the Family Education Rights and Privileges Act, 1974, the parent/guardian of a student under the age of sixteen years, and a student eighteen years or older, have the right to examine records and data of the school district that is personally related to the student. They have the right to challenge the contents of such records as to their accuracy and fairness.

The procedures for examination and challenge of school records are contained in Board of Education policy and may be obtained from the Tri County Area Schools Superintendent.

### Right To Object To Release of Directory Information

In general, school officials will obtain written permission from the parent of a student before releasing information from the student's school records.

Federal law allows school districts to disclose directory information about students without parental consent. Directory information includes: student name, gender, address, date of birth, major field of study, participation in extra-curricular activities, height and weight of members of athletic teams, dates of attendance, and awards received.

A parent may request that directory information about the student be released only with written permission.

## **Notice to Parents/Eligible Students of Rights Under the Family Educational Right to Privacy Act (FERPA)**

The Family Educational Right to Privacy Act (known as FERPA) is a federal law which governs the maintenance and disclosure of student's educational records in public schools.

Under FERPA, each parent or eligible student (a student who is 18 years of age or older), has the following rights:

1. To inspect and review the student's educational records;
2. To request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent or the disclosure of personally identifiable information in the student's educational records, except to the extent that disclosure is permitted by law with out consent; "High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal."
4. File with the US Department of Education a complaint concerning alleged failures to comply with FERPS;
5. Obtain a copy of the District's FERPA policy.

The FERPA Policy of Tri County Area Schools is maintained in the Central Office and the Principal's office.

### **ENROLLMENT**

Michigan law requires that a person enrolling a student in school provide the local or intermediate school district with a copy of the student's birth certificate and reliable proof of residency.

### **RESIDENCY**

"District of residence" means the district in which a pupil's custodial parent or legal guardian resides [MCL 388.1603]. If a student's parent or legal guardian reside in different districts, either district may enroll the student as a resident, regardless of which parent or legal guardian has custody [MCL 380.1148a]. A student who has reached age 18 or who is an emancipated minor is a resident of the district which he or she resides. Out of district students may apply for "schools of choice" with participating districts.

### **IMMUNIZATIONS**

Michigan state law requires that each new student provide verification of completed immunizations as required by the Michigan Department of Health. Students who have not received the required immunizations will be excluded from school until parents provide proof that all required immunizations have been given, or have a waiver on file.

## **GRADUATION REQUIREMENTS**

### **Credits and Attendance**

Students must complete the following to receive a diploma from Tri County Area High School:

- A. Eight (8) semesters of full time attendance in high school.
- B. A minimum of twenty-two (22) credits.  
Included in the minimum credit requirement are the following:
  - 1. One (1) semester of physical education; with prior approval from the principal, the TCAHS physical education requirement may be fulfilled by successful completion of at least three (3) seasons of marching band.
  - 2. One (1) semester of health;
  - 3. Three (3) years of English, including both semesters of English I and both semesters of English II.
  - 4. Two (2) years of mathematics; including either Applied II or Geometry;
  - 5. Two (2) years of science;
  - 6. Three (3) years of social science;
  - 7. One (1) semester (one-half year) of computer literacy;
  - 8. Two (2) years of foreign language, fine or performing arts, vocational education or practical arts, or any combination thereof.
- C. Productive completion of all state mandated sections of the eleventh grade Michigan Educational Assessment Program High School Test (MEAP HST).

Credits will be checked with a counselor at the request of a student or parent. Seniors will have their credits checked at the beginning of their senior year and at the end of seven semesters.

### **Credit Deficit**

To make up a credit deficit, a maximum of two (2) credits may be earned per school year via on-line, night school, summer school or correspondence courses. Students may not “bank” extra credits in anticipation of failing classes.

### **Dual Enrollment**

Students may take advantage of advance placement opportunities through local colleges under the dual enrollment program. Students may register for AP testing.

### **Graduation Ceremonies**

With the principal’s approval, a student who has earned at least 21 credits by the Friday of the senior’s last week may go through TCAHS graduation ceremonies. The student’s diploma is awarded only after all requirements for graduation have been fulfilled.

### **Grade Point Average**

Semester final grades are translated to a point value that is used to determine a grade point average (GPA). GPA is used to determine class rank and awarding of academic letters. Grades awarded by non-accredited school are not used to determine TCAHS grade point average.

Students entering Tri County High School will be given a GPA based on the following scale:

<u>Grade</u>		<u>Points per Grade Earned*</u>
A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
E	Failure	0.0
<b>Not included in computing points</b>		
CR	Credit	
NC	No Credit	
I	Incomplete – If incomplete course work is not completed by the end of the following nine weeks, the I will be changed to an E.	

\*A 5.0 grading system will be used for weighted classes.

### Academic Letter

An Academic Letter will be awarded to students who have achieved excellence in their classes. The letter will be similar to the Athletic Letter given for sports. The standards for earning the letter are:

<u>Grade</u>	<u>Grade Point Average</u>
Freshmen	3.90
Sophomores	3.80 or above
Juniors	3.70 or above
Seniors	3.60 or above

Grade point averages from semesters 1, 3, 5, 7 will be used to award the academic letter. Those students achieving the standards for the first time, regardless of grade level, will be awarded the Academic Letter and a Certificate. Each subsequent award of the letter will be a year pin indicating the year the award was given, and a certificate.

### **HOMEWORK POLICY**

As an extension of classroom work, homework is a necessary part of learning used to enhance everyday teaching. Learning is not limited to a school day or time in the classroom. Therefore, homework is not merely busy work but is a learning experience beyond the school day. A homework policy should be a guideline, and not be so rigid those individual students and specific classes cannot be dealt with differently.

- A. Students can expect homework everyday. The assignments will vary according to the type of class.
- B. Those resources necessary to complete a class assignment will be considered when making a homework assignment.
- C. Students having multiple tests, reports or assignments due on the same day will have to manage their time accordingly. Reviewing notes, research, and studying for tests are types of homework.
- D. Teachers will notify students when homework assignments are due and how late assignments will be handled.
- E. Students will be responsible for and held accountable for their homework assignments.

**GRADE REPORTS/PARENT TEACHER CONFERENCES**

Student grades are reported at the middle of each nine (9) week period and at the end of each nine (9) week period. All grade reports are mailed to the home. Parent Teacher conferences are held twice per school year in November and February. Please pay particular attention to the attendance totals listed by hour at the bottom of the report card.

	<b>Progress Report</b>	<b>Report Card</b>
1 <sup>st</sup> 9 week period	End of September	First of November
Parent Teacher Conference		Mid November
2 <sup>nd</sup> 9 week period	First of December	Mid January
Parent Teacher Conference		Mid February
3 <sup>rd</sup> 9 week period	Mid February	End of March
4 <sup>th</sup> 9 week period	End of April	First of June
(Specific dates and times will be posted on our website and in the River Valley Shopper.)		

**ATHLETIC/EXTRACURRICULAR ELIGIBILITY CODE**

**High School Athletics**

Representing Tri County Area Schools through interscholastic sports is considered an honor. Once a student achieves a position on a team, that person must abide by certain conduct and eligibility requirements during the entire year (this includes vacations and summer time) and indeed during their entire participation in athletic programs at Tri County. These requirements are necessary because young men and women representing Tri County should be setting a good example for younger students as well as for their fellow students and the community as a whole. We are proud of our athletic teams and only those who maintain satisfactory scholastic standing and good conduct will be part of them.

**Scholastic Eligibility**

- A. Any student coming from the Intermediate school will become immediately eligible and during the course of the first semester must earn at least a 1.5 GPA. Any student who does not maintain a cumulative 1.5 GPA thereafter will not be able to participate in athletics. GPA's will be computed at the end of each semester and a student will remain ineligible until his/her grades are returned to the required standard.
- B. The Michigan High School Athletic Association requires that a student pass at least four classes each semester to be eligible during the next semester.
- C. Students failing more than one class on their weekly eligibility sheet will be ineligible for the next week of competition (the next week is defined as Monday through Sunday).

- D. A special education student who is making satisfactory progress in a prescribed school course may be exempt from the normal scholastic requirement. (Please note: students can never be exempt from the MHSAA rule of passing four classes per semester.)

### **Athletic Awards**

Varsity and Junior Varsity letters and class numerals may be earned by following the regulations listed below:

- A. Attend practices regularly.
- B. Complete the full season of play and turn in all equipment.
- C. Abide by all the rules and regulations stated in the policy for participation in athletics at Tri County as well as any specific rules for individual sports required by the coach. The coach will decide what award an individual has earned.
- D. Any student who is injured and remains with the team during the time of the injury and fulfills other requirements to be a part of the team to the best of his ability will still be considered a team member.

#### *Varsity Letter Awards:*

- A. Not more than one varsity letter will be given to an athlete.
- B. Certificates and pins will be awarded for additional successful seasons on the varsity level.
- C. If an athlete has previously earned a varsity letter, but not a junior varsity letter, he will receive a junior varsity letter in place of a pin for one award.

### **Transportation Policy**

Students are expected to ride the bus to and from all athletic contests when a bus is provided. A student wishing an exception from this policy must present to the coach in charge a note signed by his/her parent or guardian explaining the reasons for the exception and who will be transporting the student. The note must be given to the coach and okayed prior to the beginning of the trip. Under no circumstances will an athlete be allowed to ride to or from a contest with another student.

## **NCAA Division I**

Freshman-Eligibility Standards, College Entrants 1996-97 and Thereafter  
All Student-Athletes Must Register With The NCAA Initial-Eligibility Clearinghouse

### **Qualifier**

Can practice, compete and receive athletics scholarship as a freshman.

### **Requirements:**

- Graduation from high school;
- The highest scores achieved on the verbal and mathematics section of the SAT or highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores;
- The following core GPA in 14 courses meeting the NCAA core course definition with the corresponding ACT sum or SAT total score is needed:
- Students entering college after August 1 of 2008 will need to complete 16 core courses.

	ACT*	SAT	
	(sum of	scoring	
<u>Core GPA</u>	<u>scores)</u>	<u>system)</u>	<u>High School Core Courses</u>

2.500 & above	68	820	At least 4 years English; Mathematics (two years of mathematic courses at the level of Algebra I or above. At least 2 years of natural or physical science (including 1 lab course, if offered by any high school you attended); At least 1 year of additional courses in English, math or natural or physical science; 3 additional academic courses in any of the above foreign language, computer science, philosophy or comparative religion; and two years of social sciences.
2.475	69	830	
2.450	70	840-850	
2.425	70	860	
2.400	71	860	
2.375	72	870	
2.350	73	880	
2.325	74	890	
2.300	75	900	
2.275	76	910	
2.250	77	920	
2.225	78	930	
2.200	79	940	
2.175	80	950	
2.150	80	960	
2.125	81	960	
2.100	82	970	
2.075	83	980	
2.050	84	990	
2.025	85	1000	
2.000	86	1010	

\*Previously, ACT score was calculated by averaging four scores. New standards are based on sum of scores.

**Partial Qualifier (Does not meet standards for qualifier)**

Eligible to practice at institution's home facility freshman year. No competition during freshman year. Three seasons of competition. May receive institutional financial aid during freshman year, including athletics scholarship.

**Requirements:**

- Graduation from high school;
- The following core GPA in 14 core courses with the corresponding ACT sum or SAT total score is needed:

<u>Core GPA</u>	<u>ACT*</u> (sum of scores)	<u>SAT</u> scoring system	<u>High School Core Courses</u>
2.750 & above	59	720	same as qualifier (see above)
2.725	59	730	
2.700	60	730	
2.675	61	740-750	
2.650	62	760	
2.625	63	770	
2.600	64	780	
2.575	65	790	
2.550	66	800	
2.525	67	810	

\*Previously, ACT score was calculated by averaging four scores. New standards are based on sum of scores.

## **Non Qualifier**

No practice or competition during freshman year. Three seasons of competition. May receive institutional need-based aid only during freshman year, which may not be from an athletics source. Does not meet standards for qualifier or partial qualifier.

### **NCAA Division II**

Freshman-Eligibility Standards - Effective for those entering college in the Fall of 2005-2007  
All Student-Athletes must register with the NCAA Initial-Eligibility Clearinghouse.

## **Qualifier**

Can practice, compete, and receive athletics scholarship as a freshman.

### **Requirements:**

Graduate from high school;  
Have a GPA of 2.000 in 14 core academic courses; and  
Must achieve a 68 (sum of scores on the four individual tests) on the ACT or an 820 on the SAT.  
The highest scores achieved on the verbal and mathematics section of the SAT or highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores.

### **High School Core Courses:**

At least 3 years English;  
At least 2 years math; (Algebra I or higher)  
At least 2 years social science;  
At least 2 years natural or physical science (including 1 lab course, if offered by any high school you attended);  
At least 2 years additional courses in English, math or natural or physical science; and  
3 additional academic courses in any of the above areas, or foreign language, computer science, philosophy or comparative religion.

## **Partial Qualifier**

Eligible to practice at institution's home facility freshman year. No competition during freshman year. Will have four years of eligibility during college career. Can receive institutional financial aid, including athletics scholarship during freshman year.

### **Requirements:**

- Does not meet requirements for qualifier;
- Graduate from high school;
- Successfully completed the 13 core courses with a minimum 2.000 core grade-point average; or
- Attained a minimum 68 ACT (sum of scores) or 820 SAT

## **Non Qualifier**

Cannot practice or compete during freshman year. Will have four years of eligibility during college career. May not receive athletics scholarship freshman year but can receive regular need-based financial aid if the school certifies that aid was granted without regard to athletic ability.

- Has not graduated from high school; or
- Did not achieve the core-curriculum grade-point average and SAT/ACT score required for a qualifier or partial qualifier.

## **Athletic Department Code of conduct**

### **Code of Conduct**

Scholastic eligibility is important and so is conduct either in or out of school. Young men and women participating in sports are expected to follow all school rules properly and maintain good conduct outside of school.

- A. Any student suspended from the regular academic program (both in-school or out of school suspension) for a violation of school rules or discipline may not participate in the athletic program during the period of suspension. In addition the student may be declared ineligible to participate in athletics for a period exceeding the period of the academic suspension pursuant to the rules and procedures set forth in this athletic eligibility code.
- B. A student suspended from one Tri County School District school is ineligible to take part in athletics in another school until he presents a clearance card from the school from which he has been suspended.
- C. All participants must be in attendance the entire day at school to play in an athletic contest if school is in session that day. Any exception must be granted by the school Principal before school is dismissed the day of the contest.
- D. Athletes must be in school the day after a game played during the week. If they are out of school without a good excuse, they will be ineligible for the next contest. Being tired is not an excuse.
- E. Anyone quitting a team must consult with his/her coach and then turn in his/her uniform within one week. Any student failing to follow said procedure will be ineligible to participate during the next athletic season or sport for one game or contest for every week the equipment is late.
- F. No student shall be allowed to wear an athletic uniform other than at an athletic contest connected with Tri County unless given permission to do otherwise by his coach. The penalty for a violation of this rule will be determined by the coach of the team involved, subject to review by the athletic director and the principal.
- G. Use or possession of tobacco products, alcohol or other harmful substances and use or possession of narcotics or habit-forming drugs are prohibited.
- H. Any conduct in or out of school that is detrimental to the school or to the team is prohibited. Examples might include, but are not limited to: theft, insubordination, fighting, destruction of property, arson.

### **Penalties for G & H above**

- A. First offense: Athlete shall be suspended for one-quarter (25%) of the contests in the sport they are presently participating in.
  - 1. If suspension cannot be fully served during present sport season, it will carry over into next sport season the athlete participates in.
  - 2. If violation occurs when athlete is not currently participating in a sport, the suspension will be served during the next season that the athlete participates in.
  - 3. During suspension athletes will be required to participate in all practices and attend all games (out of uniform). The athlete will not be allowed to participate, however, on any days he or she is suspended from school.
- B. Second Offense: Athletes shall be suspended for two-thirds (66 2/3%) of the contests in the sport they are presently participating in.
  - 1. If suspension cannot be fully served during present sport season, it will carry over into the next sport season the athlete participates in.
  - 2. If violation occurs when the athlete is not currently participating in a sport, the

- suspension will be served during the next season that the athlete participates in.
3. During suspension, athletes will be required to participate in all practices and attend all games (out of uniform).
- C. Third Offense: Suspension from participating in all athletic programs for a period of one full calendar year.
  - D. The above penalties are considered minimum penalties and may be increased if circumstances warrant.
  - E. Any athlete turning themselves in for an athletic code violation will have their penalty decreased by 10% on a first or second violation only.
  - F. Any athlete serving a suspension will not be considered for all-conference, all-area or all-state recognition.
  - G. Any Tri County student convicted of a felony will lose their eligibility for the remainder of their time at Tri County.

### **Due Process and Procedure**

- A. The coach of the sport in question (Principal and Athletic Director for alleged out-of-season violation) will conduct an investigation and review of any allegation of a violation of the above rules of conduct, excluding questions of scholastic ineligibility. This investigation and review may include consultation with the student under investigation and his parents or guardian. If a student is reasonably suspected of being in violation of a rule, the student shall be notified of the charges against him and given an opportunity to respond. The student may be temporarily suspended from the team pending an immediate investigation and review. The student and parents or guardian shall be informed of any temporary suspension.
- B. The investigation and review will be completed by the coach as soon as is reasonably possible. Upon completion of his investigation and review, if a violation is found to exist, the coach will report to the Athletic Director and Principal. If the investigation and review result in discipline being imposed, the student and/or the student's parents or guardians will be given written notice of the nature of the violation, a brief summary of the evidence in support of the finding of a violation, and notice of the penalty to be imposed.
- C. The student and/or the student's parents or guardians will be given an immediate opportunity to meet with the Superintendent or his designee, if they so request. At such meeting, the student and/or the student's parents or guardians will be afforded the opportunity to present the student's side of the story on the charged violation itself and to present evidence in extenuation and mitigation of any violation. Upon the conclusion of this review, the Superintendent or his designee may then affirm, modify, or vacate the charged violation and/or the penalty, in whole or in part. The superintendent's decision is final.
- D. Athletic Code Violation Report forms are available from the Athletic Director for any person wanting to report a violation of the Athletic Eligibility Code.

### **Eligibility for Extra-Curricular Activities**

Rules governing eligibility for non-athletic department extra-curricular activities are determined by the Board of Education. In the absence of Board of Education policy, rules governing eligibility is determined by the high school administration.

In general, the eligibility guidelines for participation in school clubs, groups, organizations, events, and activities other than sports are similar to the rules for participation in interscholastic athletics. The code of conduct is the same for both types of activities.

## **ATHLETIC/EXTRACURRICULAR PROGRAMS**

### **Athletics:**

Football	Competitive Cheer
Baseball	Cross Country (B & G)
Softball	Basketball (B & G)
Wrestling	Track (B & G)
Volleyball	Golf (B & G)

### **Extracurricular:**

Quiz Bowl	Band
Debate	Choir
Student Council	Chess
Poms	Odyssey of the Mind
Spanish Club	

## **SECONDARY STUDENT ATTENDANCE POLICY**

The Michigan Compulsory School Attendance Code, Section 380.1561 states that “Every parent, guardian or other person in this state having control and charge of a child from the age of six (6) to the child’s sixteenth (16) birthday, shall send that child to the public school during the entire school year.”

### **Philosophy**

- A. The Tri County Board of Education promotes a policy of high expectations and academic achievement for all students. It is important that children learn the value of prompt and regular attendance.
- B. Frequent absences from school disrupt the continuity of instruction and learning. When the student is absent frequently, the benefit of regular classroom instruction is lost and cannot be entirely regained. The process of education requires a continuity of instruction, classroom participation, learning experience and study in order to maximize each child’s educational opportunity. This is the well-established principle of education that underlies and gives purpose to the requirement of compulsory school in this state.
- C. Attendance and punctuality in class are proper educational values and are part of the behavior expected of the student both in his/her academic setting and his/her community at large. A specific attendance procedure has been adopted by the Tri County Board of Education that is understandable and reasonable in its expectations of students and parents.

### **Excused Absences**

- A. A student receives an excused absence whenever he/she is given permission by the school principal/school attendance officer to leave or be dismissed from one or more classes, school-sponsored program or school-related activities. A student receives an excused absence when he/she is absent from school for the following reasons:
  - 1. Serious illness of a family member;
  - 2. Death in the family;
  - 3. Illness, injury, dental or medical services of the student. If a student has been absent from school because of illness and is at a school activity that day after school is dismissed, at a job, etc., he or she will receive an unexcused absence from school unless prior arrangements have been made with the high school principal.
  - 4. A required appearance in court;
  - 5. A required observance of a holiday or ceremony of the student’s religion; or

6. Planned absences for personal reasons that the principal or his/her designee may consider justifiable when requested in advance. Planned absences for justifiable personal reasons will be based on the student's current academic performance and a pattern of regular school attendance. The student's teachers may be asked to review the request, but the final decision will rest with the principal or his/her designee. If the student does not meet the above mentioned criteria, the request will be denied. If the student chooses to leave after the request has been denied, all days absent will be unexcused. Maintenance of a 2.00 GPA or better will be considered an important criterion for favorable approval. If a student leaves school or class before the end of the regular school day for any reason without checking out in the office, they will be unexcused for the time missed unless the principal determines that extenuating circumstances exist that warrant an excused absence. Planned absence request forms may be obtained from the office.
- B. Absence for any reason other than the six (6) above-listed categories will be unexcused unless the principal determines that extenuating circumstances exist. Homebound teachers are provided on an extended illnesses; pregnancy is not an extended illness.
- C. The verification of an absence shall be made in accordance with any reasonable method that establishes the fact of the reason for absence, including the following:
  1. phone call from parent;
  2. note or personal visit from parents;
  3. home call; or
  4. note from physician  
(A note from a doctor, dentist, counselor, etc. may be required when a student misses school for an appointment within five (5) days from absence.)
- D. Parents/guardians must contact the school by phone or note by the end of the school day following an absence to report the reason for absence. Excuses should be presented in the office before classes begin in the morning. The administration reserves the right not to excuse a student's absence, if the excuse is known to be invalid.
- E. For an excused absence, a student will be allowed time to complete assignments, at the discretion of the classroom teacher or by the end of the current nine (9) week period. Full credit will be given for these assignments.
- F. It is the parents'/guardians' responsibility to make arrangements for securing schoolwork early enough during an extended absence in order for the student to maintain academic progress. Parents/guardians are to contact the school office before 9:00 a.m. to request their student's books and assignments. The books and assignments will be forwarded as early as possible. Students out of school for four (4) weeks or more may be provided with a homebound teacher.
- G. The principal and/or the individual classroom teacher will schedule a conference with a student to develop an attendance contract to resolve sporadic absence or attendance problems.
- H. When a student has accumulated a total of eleven (11) unexcused absences in a class in a semester, the student may be assigned no credit for that particular class.
- I. A student who has lost credit due to excessive unexcused absences may redeem credit by serving time outside of the normal school day for absences eleven (11), twelve (12), and thirteen (13). Absences fourteen (14) and beyond, however, are not redeemable.

### **Unexcused Absences**

Any student who is absent without proper verification will be considered truant (unexcused). Students absent without proper verification may be subject to the following:

- A. **Make-Up Assignments:** For every unexcused absence or truancy, a student will receive a

“0” in the class(es) unless the student makes up class work assignments within one (1) day following his/her return to school.

- B. Exams, Tests, and Projects: Students may not make up exams or tests given during the period of an unexcused absence. Projects due on the day of an unexcused absence will receive “0”.
- C. Disciplinary Action: Disciplinary action may include, but is not limited to, contact by school administrator, truancy officer, conference with parent/guardian, notice sent home, and court referral. Punitive action may include detentions or suspensions.

### **Unexcused and Excused Absences-Concerning Suspension**

Student suspension days are considered unexcused, unless these days are made up before or after school. Before the student can be excused for suspension days, he must serve one six (6) hour block for each day of suspension. Students will be advised of ways the suspension time may be made up by the administration.

### **7<sup>th</sup> Hour Detention**

This half hour is considered part of the school day. Students who are assigned this form of discipline will be required to attend for the entire half hour. No transportation is provided by the school. If a student receives a 7<sup>th</sup> hr. detention, he/she will bring home a referral slip explaining the reason for the detention. 7<sup>th</sup> hr. detention will be served from 2:25-2:55 p.m.

### **Appeals/Due Process**

- A. The student or his/her parents/guardians have the opportunity for a hearing, which may be requested within three (3) school days after notification of loss of credit.
- B. The Appeals Hearing Committee shall be composed of the building principal and three faculty members appointed by the building principal. The Appeals Hearing Committee will convene within five (5) days upon receipt of the written request for a hearing. The student or his/her parents/guardians may attend the hearing. The student or his/her parents/guardians will be informed on the dates of the alleged absences, will be given the opportunity to examine any records or documents maintained by school officials concerning these absences, and will be given the opportunity to present the student’s side of the story, including any evidence in extenuation or mitigation.
- C. The student or his/her parent/guardians may appeal the decision of the Appeals Hearing Committee within five (5) days to the Board of Education. The superintendent will notify the student and his/her parent/guardians of this opportunity. The Board of Education shall schedule a hearing. The Board of Education shall give its decision within five (5) days after the hearing. This decision will be final.

## **DISCIPLINE POLICY**

### **Introduction**

The right to attend our public schools is beyond question. Likewise beyond question is that this right is tempered by and subject to proper regulations. Violations of these regulations may result in disciplinary action.

### **Philosophy**

- A. The primary objective of student discipline and control is to produce a school environment in which complete attention may be defined as the control of conduct either by the individual himself or by the external authority. It includes the entire program of adapting the individual child to live in this society and involves two major emphases:
  1. To insure that no student shall interfere with a teacher's right to teach or another student's right to learn; and
  2. To assist the pupil in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming adult responsibilities.
- B. The student is expected to assume personal responsibility for his/her behavior, relative to his maturity. The school system will assist each student to become more responsible as he matures and gains experience. While it is recognized that children and youth can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline.
- C. In the event a student has to be excluded (in-school suspension, out of school suspension or expelled) from the school setting because of a behavior problem, parents will be notified and involved to the degree possible.
- D. Students who assist, encourage, or aid in the violation of the student code of conduct are subject to the same discipline as the students who violate the code.
- E. Students serving an out of school suspension are prohibited at any school related activities including the weekend during the suspension.

### **Disruptive Behavior Requiring Disciplinary Action**

#### **Elastic Clause**

The Board of Education and school administrators reserve the authority to establish fair and reasonable rules and procedures for protecting the health and safety of students under circumstances not specifically referred to in this handbook. In all cases, the consequences and benefits of such rules and procedures will be consistent among students.

The rules and procedures described in the handbook apply to all school sponsored activities, including those held before school, after school, and those held off Tri County Area High school grounds and while on Tri County bus transportation.

### **Behaviors and Consequences**

**Academic Dishonesty** – Students found to be guilty of “cheating” or plagiarism on assignments and/or tests.

- 1<sup>st</sup> offense- notify parents
- 2<sup>nd</sup> offense-grade reduction of one full grade
- 3<sup>rd</sup> offense-failure of class

**Alcohol/Illegal Drugs** - Under the Influence of alcohol or illegal drugs

- Notify Parents/Notify Police
- 1<sup>st</sup> offense - Immediate 10-day suspension reduced to 5 days with alternative follow up.
- 2<sup>nd</sup> offense - Refer to B.O.E. for hearing with possible expulsion.

**Alcohol/Illegal Drugs** – Possession of drug paraphernalia while is school, on school property, or at a school-related function.

- Notify Parents/Notify Police
- 1st offense: Immediate 10 day suspension reduced to 5 days with alternative follow-up
- 2nd offense: Immediate suspension and refer to BOE for hearing with possible expulsion

**Alcohol/Illegal Drugs** – Possession, use, sale and/or purchase of alcohol, prescription drugs, illegal drugs, illegal drugs, or inhalants, while in school, on school property, or at a school-related function.

- Notify Parents/Notify Police
- Immediate 10 day suspension
- Refer to B.O. E. with possible expulsion

**Arson** - (or attempt thereof) on school property or a district-related event

- Notify Parents/Notify Police
- Immediate suspension pending a hearing which may lead to an expulsion pursuant to PA 328 of 1994; MCL 380.1311
- Refer to criminal district of juvenile delinquency system and the appropriate county dept. of social services community mental health agency

**Assault-Physical** – Intentionally causing or attempting to cause physical harm to another through force or violence

- Notify Parents/Notify Police
- Expulsion up to 180 days or permanent expulsion
- Directed at staff member or volunteer, suspension or expulsion up to 180 days

**Assault -Verbal** – Making a bomb threat or similar threat directed against a school building, school property or a school related event; or making a verbal threat of serious bodily injury directed at a staff member or volunteer.

- Notify Parents/Notify Police
- Immediate suspension up to 10 days and possible B.O.E. hearing
- Expulsion up to 180 school days or permanent expulsion

**Bomb Threats (or false bomb threats)**

- Notify Parents/Notify Police
- Indefinite suspension
- Refer to B.O.E. for hearing with possible expulsion

**Criminal Sexual Conduct** – Non-consensual contact, rape and/or other abuses (not restricted to violence)

- Notify Parents/Notify Police
- Immediate suspension pending hearing which may lead to an expulsion pursuant to PA 328 of 1994; MCL 380.1311
- Referral to criminal district of juvenile delinquency system and the appropriate county dept. of social services or community mental health agency

**Defiance of Authority/Insubordination**

- Notify Parents
- 1st offense: detention
- 2nd offense: 1-10 days suspension or expulsion

**Detentions (failure to serve)**

- Out of school suspension

**Dress Code Violations** – failure to follow dress code policy

- Notify Parents
- 1<sup>st</sup> offense: change inappropriate clothing
- 2<sup>nd</sup> offense: change inappropriate clothing and detention assigned
- 3<sup>rd</sup> offense: change inappropriate clothing and one day out of school suspension (continued violations will result in out of school suspensions)

**Extortion**

- Notify Parents/Notify Police
- 1st offense: 5-10 days suspension
- 2nd offense: Indefinite suspension, refer to B.O.E. for hearing w/ possible expulsion

**Fighting/Aggressive Behavior**

- 1st offense: 3 days OSS (out of school suspension) with possible police action
- 2nd offense: 5 day OSS - refer to B.O.E. for hearing with possible expulsion
- 3<sup>rd</sup> offense: 10 day OSS – refer to B.O.E. for hearing with possible expulsion

**False Alarms** - Setting off fire alarm; deliberately breaking glass or triggering an alarm or removal and/or discharge of fire extinguisher

- Notify Parents/Notify Police
- Payment of damages
- Indefinite suspension
- Refer to BOE for hearing with possible expulsion

**Forgery**

- Notify Parents
- 1st offense: 7<sup>th</sup> Hr. Detention
- 2nd offense: 1-5 day suspension or expulsion

**Gambling**

- Notify Parents
- 1st offense: 7<sup>th</sup> Hr. Detention
- 2nd offense: 1-3 day suspension

**Gang Related Activity** – there will be zero tolerance for any type of gang related activity, clothing, “flashing signs”, graffiti, or strong-arm tactics etc.

- Notify Parents/Notify Police
- 5 day minimum suspension

**Gross Misbehavior** – Deliberate or willful conduct detrimental to normal functioning of any school activity

- Notify Parents/Notify Police
- Up to 10 day suspension
- Possible referral to B.O.E. for hearing w/ possible expulsion

**Harassment (taunting, bullying, and or intimidation)\***- Deliberate or willful conduct that may lead to/involve physical, emotional or verbal abuse.

- Notify Parents/Notify Victim's Parent
- Possible notification of police
- Grievance Procedure for Harassment see page 25
- Detention or up to 10 days suspension
- Possible referral to Harassment Board and/or B.O.E.

**Harassment (sexual)\***

- Notify Parents/Notify Police
- Grievance Procedure for Harassment see page 25
- Up to 10 days suspension or expulsion
- Refer to Harassment Board

\*Tri County Area Schools will not tolerate harassment of any students or staff member. Incidents of this nature will result in serious consequences upon the establishment of responsibility.

**Hate Crimes**

- Notify Parents/Notify Police
- Indefinite suspension
- Refer to B.O.E. for hearing w/ possible expulsion

**Inappropriate Public Display of Affection** - Students are expected to conduct themselves as ladies and gentlemen.

- Notify Parents.
- 1st offense: Detention
- 2nd offense: Up to 10 days suspension or expulsion

**Inappropriate Use of Computer Technology**

- Notify Parents
- 1st offense: loss of computer privileges for current nine (9) week period
- 2<sup>nd</sup> offense: loss of computer privileges for remainder of semester
- 3<sup>rd</sup> offense: loss of all computer privileges for time remaining in high school

**Look Alike Drugs** – Possession, use, sale, and/or purchase of look alike drugs while on school property

- Notify Parents/Possible notification of police
- Possible 1-10 day suspension
- Possible referral to B.O.E. with possible expulsion

**Look Alike Weapons/Pyrotechnics**

- Notify Parents/Possible notification of police
- Confiscate
- Up to 10 day suspension
- Possible referral to B.O.E. with possible expulsion

**Malicious Destruction (\$100 and over)**

- Notify Parents/Notify Police
- Immediate suspension
- Refer to BOE for hearing w/ possible expulsion

### **Physical Contact (not at a fight level)**

- 1st offense: Notify Parents & Detention
- 2nd offense: One day out of school suspension
- 3rd offense: Up to 10 day suspension

### **Possession of Nuisance Items Disruptive to the Educational Process:** Ex: squirt guns, lighters, matches, radios, walkmans, boom boxes, cell phones, pagers, chains, etc. **Knives of any length are not allowed at school!**

- 1<sup>st</sup> offense: Notify Parents, item confiscated and held for parent to pick up
- 2<sup>nd</sup> offense: Notify Parents, item confiscated and held for parent to pick up – up to 3 days suspension

### **Profanity/Obscenity**

- 1st offense: Detention
- 2nd offense: One day out of school suspension
- 3rd offense: Suspension up to 10 days
- If directed toward staff member, minimum 3 days suspension

### **Stalking**

- Notify Parents/Notify Police
- Refer to B.O.E for hearing w/ possible expulsion

### **Theft/Stealing**

- Notify Parents/Possible notification of police
- Return or repayment of stolen item (s)
- 1-10 days suspension - refer to B.O.E. for hearing w/ possible expulsion

### **Tobacco (possession or use)**

- Notify Parents/Notify Police
- 1st offense: 3 day suspension
- 2nd offense: 5 day suspension
- 3<sup>rd</sup> offense: 10 day suspension - refer to B.O.E. with possible expulsion

### **Truancy/Skipping Classes or School**

- Notify Parents
- If under 16, refer to Montcalm Co. Truancy Officer
- 7<sup>th</sup> Hr. Detention or out of school suspension
- Possible loss of driving privileges if applies

### **Unexcused Tardies** (by marking period)

- 7<sup>th</sup> Hr. Detention for tardy #3-8.
- Out-of-school suspension for tardy #9 and beyond
- Students over 20 minutes late will be counted as an absence for that hour.

### **Vandalism-Defacing or Destroying School Property**

- Notify Parents/Possible notification of police
- Payment of Damages / clean-up
- 1st offense: Suspension of up to 10 days
- 2nd offense: Refer to B.O.E. with possible expulsion

**Weapons-** Any device or instrument used in a threatening manner that could cause injury or bodily harm.

- 1<sup>st</sup> offense: Notify parent, notify police, up to 180 days suspension or permanent expulsion

**Weapons (dangerous)-** A student will not possess, handle, transmit, or use dangerous instruments or tools.

A dangerous weapon means: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches, pocketknife opened by mechanical device, iron bar or brass knuckles.

- 1<sup>st</sup> offense: Notify parent, notify police, up to 180 days suspension or permanent expulsion.

**Weapons (dangerous instruments)-** A student will not possess, handle, transmit or use a dangerous instrument.

Dangerous instruments include but are not limited to: Chemical mace, pepper gas, stun guns, air guns, BB guns, pellet guns, razors or box cutters.

- 1<sup>st</sup> Offense: Notify parent, notify police, suspension or up to 180-day expulsion.

### **Due Process**

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon the recommendation of the principal. The principal's recommendation shall be communicated to the Superintendent in writing, signed by the principal and accompanied by the student's cumulative file. Excepting cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedure shall be followed:

- A. Written notice of charges against a student shall be supplied to the student and his/her parents/guardians by certified mail. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.
- B. Parents/guardians may be present at the hearing and may be represented by legal counsel.
- C. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- D. The student, his/her parents/guardians or legal agent shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- E. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing, whether open or closed.
- F. The Board of Education by majority vote shall state within a reasonable time after the hearing its findings as to whether or not the student charged and its decision to expel. A majority vote of the Board may be obtained by those present at the meeting.
- G. The findings of the hearing authority shall be reduced to writing and sent to the student

- and his/her parents/guardians.
- H. The student and his/her parents/guardians shall be made aware of the right to appeal the decision of the Board of Education to the appropriate judicial authority. Efforts shall be made--but not guaranteed--by the school to provide alternate means by which a student under extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

## **DRUG FREE CAMPUS**

The Tri County Area School District is a smoke free and drug free campus. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Our school district clearly prohibits, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student's vehicles parked on district premises. Discipline sanctions (consistent with local, state, and Federal law), up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. A description of those sanctions is listed under Student Discipline Code of Conduct.

## **MEDICATIONS**

Students are allowed to keep non-prescription medications in the original container in their lockers. Any prescription medication needs to be given to the office in the original container. Arrangements can be made for the students to take medication in the office. Students are encouraged to leave inhalers in the office.

## **DANGEROUS WEAPONS POLICY**

### **Prior Policy and Practices**

This Policy supersedes any prior policies and/or practices with respect to student discipline for the student behaviors described in this Policy. As stated in the student handbooks, students are also subject to expulsion for behavior in addition to the behaviors described here.

### **Policy Statement**

District students who possess a dangerous weapon in a weapon free school zone, or who commit arson or rape in a public school or on public school grounds, shall be permanently expelled from this District and all Michigan public schools in accordance with applicable law.

### **Definition**

A dangerous weapon is any object defined as a dangerous weapon by state or federal law; a gun, revolver, pistol, dagger, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. In addition, a firearm, as defined by federal law, is prohibited. A weapon free school zone includes all public and private K-12 school buildings, school grounds and school vehicles used to transport K-12 students. Arson and rape are also defined in the Michigan criminal codes.

### **Exceptions**

A student who possesses a dangerous weapon in a weapon free school zone shall be permanently expelled, subject to possible reinstatement, unless the student can prove by clear and convincing

evidence at least one of the following:

1. the alleged dangerous weapon 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 know or have reason to know that the object was a dangerous weapon;
4. the student possessed the weapon at the suggestion, request, or direction of school administrators or police authorities, or the student had the express permission of school administrators or police authorities to possess the weapon

There are no exceptions for students who commit arson or rape in school or on school grounds.

### **Denial of Enrollment**

Students expelled from any public school in Michigan for the reasons described in this policy shall not be enrolled in Tri County unless the student is eligible for reinstatement and the Tri County Board of Education approves enrollment after the procedure described below is completed. The Board may deny enrollment, condition enrollment or grant unconditional enrollment, in its sole discretion.

### **Reporting Requirements**

The District will comply with all reporting and other requirements of the federal Gun-Free Schools Act and Michigan Public Act 328.

### **Referral**

As required by law, within three days after a student is expelled under this policy, the district shall notify either the Montcalm County DSS or the Montcalm County Community Mental Health of the expulsion. The student, if 18 or emancipated, or the student's parent/guardian shall be notified of the referral. In addition, the District shall notify appropriate law enforcement officials when a student possesses a dangerous weapon in a weapon free school zone.

### **Alternative Placement**

Students expelled under this policy may not attend a regular Tri County program and are expelled from all public schools in the State of Michigan. However, such students may be enrolled in an appropriate program at the discretion of the district, which operates or participates in the program. Such a program must be operated in facilities and at times separate from the general student population. The district is not obligated to provide an alternative program.

### **Reinstatement**

Students expelled from Tri County or other public schools for the reasons described in this policy are eligible for reinstatement depending on their grade level and the duration of expulsion.

Students who are 18, emancipated students, or their parents/guardians may petition the expelling school district for reinstatement when they become eligible for reinstatement. If denied, students may then petition another school district for reinstatement.

Students who are in grades 5 or below at the time of expulsion may petition for reinstatement anytime after 60 school days of expulsion, but may not be reinstated until after 90 school days of expulsion.

Students who are in grades 6 or above at the time of expulsion may petition for reinstatement anytime after 150 school days of expulsion, but may not be reinstated until after 180 school days of expulsion.

The Board and administration are not required to provide any assistance in preparing the petition for reinstatement. However, upon request, a form for petition will be provided.

### **Petitioning for Reinstatement**

When an expelled student is eligible to petition for reinstatement, the student, if 18 or

emancipated, or the student's parents or guardians may file a petition for reinstatement or a form provided by the Board. The petition should be filed with the Superintendent of Schools and should contain any supporting information the petitioner believes is relevant. The petitioner may include proposed conditions for reinstatement.

#### **Appointment of Review Committee**

Not later than 10 school days after receipt of the petition, the Board will appoint a committee to review the petition and any supporting information.

The committee shall consist of 2 school board members, 1 school administrator, 1 teacher and 1 parent of a student in the district. The Superintendent may prepare relevant information for the committee to consider.

#### **Committee Recommendation**

Not later than 10 school days after the committee is appointed, the committee shall make a written recommendation to the Board regarding the petition for reinstatement. The recommendation shall be for conditional reinstatement, for unconditional reinstatement or against reinstatement. The recommendation shall consider the following factors:

1. the extent to which reinstatement would create a risk of harm to students or school personnel;
2. the extent to which reinstatement would create individual or district liability;
3. the age and maturity of the student;
4. the student's school record before the expulsion;
5. the student's attitude concerning the incident that gave rise to the expulsion;
6. the degree of cooperation the student receives from any participating parent or guardian, including receptivity towards any conditions on reinstatement.

The recommendation of the committee shall contain an explanation for the recommendation and any recommended conditions.

#### **Board of Education Decision**

Not later than the next regularly scheduled Board meeting after receipt of the committee recommendation, the Board shall decide the petition for reinstatement. The Board shall either grant the petition conditionally or unconditionally, or deny it. The Board may require an agreement in writing upon a conditional reinstatement. Such conditions may include but are not limited to a behavior contract; participation in an anger management program or other appropriate counseling; periodic progress reviews; specific consequences for violation of conditions. The Board's decision is final.

## **FOREIGN EXCHANGE STUDENTS**

Exchange students are a welcome addition to the Tri County student body. They contribute to bringing diversity and culture to our school. Students attending our school from another country will receive a certificate of completion at the end of the school year. A Tri County diploma will not be awarded.

## **GANG RELATED MATERIAL, INVOLVEMENT, AND/OR ACTIVITY**

Tri County Area Public Schools will not tolerate any type of gang related material, involvement, and/or activity. Gang involvement and/or activity will result in immediate action being taken by the school and will be reported to law enforcement officials. Gang related material will be confiscated and turned over to law enforcement officials. Examples of gang related material and involvement may include: hair style, clothing, jewelry or other accessories which may indicate involvement, hand signals, and gang graffiti marked on a student's skin, on school, or personal property. This list may not be inclusive.

## **ELECTRONIC DEVICES**

Electronic devices used for the purpose of entertainment are prohibited. Such devices include radios, televisions, cassette recorders, CD players, video games, and disc players. Cell phones and pagers brought on school grounds must be stored in lockers or vehicles.

## **CLASS DUES**

Students are responsible for paying class dues each school year. These dues are used to pay for activity costs during each particular year. Freshmen dues are five dollars, sophomore dues are ten dollars, junior dues are fifteen dollars, and senior dues are twenty dollars.

## **ATTIRE AND GROOMING**

### **Philosophy**

All students are expected to be well groomed and appropriately dressed while in school. Students and parents have the right to determine a student's dress, except when the school administration determines a student's dress is in conflict with state policy, is a danger to the students' health and safety, is obscene, is disruptive to the teaching and/or learning environment by calling undue attention to ones self.

### **Prohibited Attire**

- A. Hats of any kind, sunglasses, and head covering of any kind are not to be worn while in the school building during the school day.
- B. Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- C. Clothing which exposes bare midriffs an/or backs or with extremely low necklines that expose cleavage.
- D. No tank tops.
- E. Jackets or coats are not be worn during the school day.
- F. Mutilated clothing.
- G. Exposed undergarments
- H. Sagging pants
- I. See-through clothing
- J. Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon

### **Shorts and Skirts**

Shorts and or skirts will be loose fitting, extend to mid-thigh and free of rips and tears. Any questionable clothing is under the discretion of a teacher and/or administrator.

### **Disciplinary Policies for Dress Code**

Failure to comply with the above dress code may result in the following consequences.

- 1. Students may be asked to change into appropriate clothing.
- 2. Parent may be called to bring appropriate clothing
- 3. The dress code can be enforced by any staff member.

## **STUDENT LUNCH PROGRAM**

Tri County High School serves meals every school day. Students may buy lunch for \$2.00 and breakfast for \$1.85. If a doctor has determined that your child has a disability, and the disability would prevent the child from eating the regular school meal, the school will make any substitutions prescribed by a doctor at no extra charge.

Students may be able to get meals free. If you now get food stamps, Family Independence Program (FIP), or Food Distribution Program on Indian Reservation (FDPIR) benefits for your children, those children may receive free meals. If your total household income is the same or less than the amount established by the U.S.D.A., please apply for reduced price or free meals. A foster child may get free or reduced price meals even if your income is higher than that on the chart. We sell reduced price lunches for \$.40 and breakfast for \$.25.

For your children to receive free or reduced price meals, you must complete an application and return it to the school. Applications are available from the high school office.

## **CONSUMPTION OF FOOD ON CAMPUS**

Food and beverages must be consumed in the cafeteria. With prior approval from the principal, food and beverages may be consumed in a classroom under the supervision of faculty.

## **CHILD ABUSE/NEGLECT**

Schools and other institutions shall cooperate with the Family Independent Agency Department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the department shall notify the person responsible for the child's health or welfare about the department's contact with the child at the time or as soon afterward as the person can be reached. The department may delay the notice if the notice would compromise the safety of the child or child's siblings or the integrity of the investigation, but only for the time those conditions exist. If the department has contact with a child in a school, all of the following apply:

- a) Before contact with the child, the department investigator shall review with the designated school staff person the department's responsibilities under this act and the investigation procedure.
- b) After contact with the child, the department investigator shall meet with the designated school staff person and the child about the response the department will take as a result of contact with the child. The department may also meet with the designated school staff person without the child present and share additional information the investigator determines may be shared subject to the confidentiality provisions of this act.
- c) Lack of cooperation by the school does not relieve or prevent the department from proceeding with its responsibilities under this act.

## **GRIEVANCE PROCEDURES FOR HARASSMENT (How to File a Harassment Complaint)**

**It is a violation of the law and of school rules for any student or staff member to harass or intimidate another student or staff member.**

**Step 1:** If you are the recipient of unwanted behavior, communicate to the offender 1) what you are feeling, and 2) that you expect the behavior to stop. The importance here is your sense of safety. Thus, the following options are available for you to do the above: 1) Tell the person directly to stop the unwanted behavior, 2) communicate to the person in writing to stop the unwanted behavior, or 3) go to a safe contact person, such as your school counselor or a teacher, for support in telling the person to stop the unwanted behavior.

**Step 2:** If the unwanted behavior is repeated, go to a person in authority such as the principal or assistant principal. Document exactly what happened. Give a copy of your written record to the person in authority, and keep one for yourself.

Your document should include the following information. Use exact quotes where appropriate and whenever possible.

1. What happened
2. When it happened
3. Where it happened
4. Who did the harassing
5. Who the witnesses were (if any)
6. What you said and/or did in response to the harassment
7. How your harasser responded to you
8. How you felt about the harassment

**Step 3:** If the unwanted behavior is repeated, go back to the principal or assistant principal documenting the behaviors stated in **Step 2**. Give a copy of your written record to the person in authority, and keep one for yourself.

**Step 4:** If unwanted behavior does not stop, you may either go back to the principal or assistant principal or go to a person in higher authority, such as the superintendent or a school board member documenting the behaviors stated in **Step 2**. Give a copy of your written record to the person in authority, and keep one for yourself.

## **COUNSELING SERVICES**

### **Introduction**

Counseling services are divided into two major categories. They are 1) Personal-social counseling, 2) Academic-vocational guidance.

### **Personal-Social Counseling**

A student with a personal concern can refer herself/himself to the counselor or can be referred by a parent, faculty member, or significant other such as a grandparent.

The student identifies a personal concern. Strategies for coping with the concern are formulated. The strategies are implemented.

In the case of a severe personal concern, the student may be referred to the school social worker or a community mental health agency.

The counselor will inform the student at the beginning of an interview that information shared is confidential except when the student implies that he/she will harm himself/herself, harm another person, or is being harmed.

## **Academic-Vocational Guidance**

### **Educational Development Plan**

Every TCAHS student is interviewed at least once each school year. During the interview, the student's educational development plan is revised. High school credits are tallied, career goals are discussed, and a tentative schedule of courses is formulated for the remaining years of high school. If a credit deficit is projected, a plan is made for making up the deficit so the student can graduate within four years of high school.

If a significant credit deficit is anticipated at the end of four years, a student may be advised to consider additional years of high school attendance.

### **Career Pathways**

Career Pathways are broad groupings of careers that share similar characteristics. The six career pathways used at TCAHS are: (1) Arts and Communications, (2) Business, Management, Marketing and Technology, (3) Engineering/Manufacturing and Industrial Technology, (4) Health Sciences, (5) Human Services and (6) Natural Resources and Agriscience.

The interests, aptitudes, education, and training required for success in each pathway are used, as a general guide to the education and training a student may want to undertake in high school.

### **Standardized Testing**

The following standardized tests are routinely offered on campus at TCAHS:

1. Michigan Educational Assessment Program High School Test (MEAP HST) (11<sup>th</sup> grade)
2. Armed Services Vocational Aptitude Battery (ASVAB) (11<sup>th</sup> & 12<sup>th</sup> grades)
3. My Dream Explorer (career interest survey) (9<sup>th</sup> grade)
4. Iowa Tests of Educational Development

Registration materials and sample tests for the following college entrance tests are available through the TCAHS counseling office:

1. ACT Assessment
2. SAT Program

### **Course-Completion-By-Examination**

Parents may request in writing that their student take the final examination for a high school course. The final examination may include a project, product, oral report, or term paper. In general, the purpose for attempting CCBE is to enable the student to take the next most difficult course in a department. Parents may request that their student take the final examination for a course for the purpose of enrolling in the next most difficult course in a department.

### **Early Entry Classes**

Upon teacher recommendation, eighth grade students may be placed in high school classes. When completed, students will receive a grade of CR or NCR to be included in calculations of total credits for graduation on a high school transcript.

### **Course Catalog**

Available through high school counseling office and on the Tri County Area Schools website.

### **The Viking Partnership Program**

The Viking Partnership Mentoring Program seeks to match at risk youth with a staff member who will act as their mentor. Students are identified and referred for the program by teachers, administrators or parents. Viking Staff Partners (mentors) act as tutors, while motivating, encouraging and closely following their Student Partner's academic progress, attendance and behavior. Staff partners are available to act as liaison between staff, to problem solve and to refer for additional support. Breakfast for all Partners is provided once a week to encourage Staff/Student interaction. Students are required to have weekly progress sheets completed by their teachers. This program is designed to help individual students find success at Tri County Schools.

### **PARENT'S GUIDE FOR COMMUNICATING CONCERNS**

Parents should contact the high school by telephone, email, or visit the office to address any concerns. Parents are also welcome to attend our monthly Parent Communication Meetings and Tri County Area School Board Meetings that are held in the evenings. Please check our website or Tri County Area Schools section in the River Valley Shopper for any additional information. Tri County Area Schools @ 616-636-5454, Tri County High School @ 231-937-4338, Website: [www.tricountyschools.com](http://www.tricountyschools.com).

### **STUDENT DAILY SCHEDULE**

First Hour	7:30-8:39	Fourth Hour	10:48-12:19 (includes lunch)
Second Hour	8:43-9:40	Fifth Hour	12:23-1:20
Third Hour	9:44-10:44	Sixth Hour	1:24-2:21

### **SCHOOL TRANSPORTATION**

Any student who plans on riding the school bus to and from school at any time during the school year must ride the bus at least once during the first two weeks of school. If you do not ride the bus the first two weeks of school you will not be included on the bus schedule. You will be getting a set of bus rules and regulations from your bus driver and it is your responsibility to be familiar with them. Students misbehaving on the bus will be issued misconduct reports. Parents will be contacted and suspension from the bus may result. Serious offenses may mean suspension from school as well as suspension from the bus. Any student suspended from the bus is also suspended from riding the bus to and from athletic events and/or extra-curricular activities for the duration of the suspension. Designated bus stops are areas of school jurisdiction when in view of the bus driver. All student handbook policies will be enforced while using the Tri County School transportation.

## STUDENT DRIVING

All vehicles driven to school by a student must be registered in the high school office and display a parking permit. Vehicles must be parked in the student lot. Unregistered or inappropriately parked vehicles may be towed away at the owner's expense.

All cars, motorcycles, etc., are to be parked in the student parking lot as soon as a student arrives in the morning and are not to be moved until school is dismissed. There is to be no noon driving. If it becomes necessary for a student to use his/her car, an excused slip is to be obtained from the office and signed by the principal. It is a privilege, not a right, to drive to school and any violation could result in a loss of this privilege or other disciplinary action. No student will be permitted to use his/her car or get into someone else's car during the school day without permission from the principal or his/her designee.

When a student knows he will have to be using his/her car during the school day, he/she should have a note from parent or guardian.

Student vehicles are to be parked in the lot in front of the high school. Student vehicles parked in any other area from 7:00 a.m. to 3:00 p.m. on school days may be towed away at the student's expense. Vehicles left in the parking lot over night will be at own risk.

Students are to drive safely and carefully at all times. Cars are not to exceed 15 miles per hour on school property, and slower speeds may be required near pedestrians and buses. Students are never to ride on the hood of the vehicle, in open pick-up beds, do spins or "donuts", squeal the tires, etc. Students observed violating these conditions are subject to loss of driving privileges for a minimum of two weeks. A second driving violation may result in long term driving suspension. Students driving to school while their driving privileges are suspended may be subject to suspension from school.

**School buses always have the right of way on the school premises.**

## TEACHER DIRECTORY

### Tri County High School Teachers

Name	Subject	E-mail address	Prep Time
Mr. Badge	Drafting, Woodshop	<a href="mailto:rbadge@tricountyschools.com">rbadge@tricountyschools.com</a>	7:15-8:39
Mr. Bagin	American History, World Geo	<a href="mailto:jbagin@tricountyschools.com">jbagin@tricountyschools.com</a>	12:23-1:20
Mrs. Baker	Eng I Lit/Comp/Sci Fi	<a href="mailto:mbaker@tricountyschools.com">mbaker@tricountyschools.com</a>	8:43-9:40
Mrs. Bakhan	Special Education	<a href="mailto:sbakhan@tricountyschools.com">sbakhan@tricountyschools.com</a>	1:24-2:21
Ms. Bossemeyer	Communications, Eng. II & III	<a href="mailto:sbossemeyer@tricountyschools.com">sbossemeyer@tricountyschools.com</a>	10:45-11:45
Mr. Boyer	Biology, Anatomy/Phys.	<a href="mailto:jboyer@tricountyschools.com">jboyer@tricountyschools.com</a>	10:48-11:45
Mrs. Buckner	Special Education English	<a href="mailto:mbuckner@tricountyschools.com">mbuckner@tricountyschools.com</a>	7:15-8:39
Mrs. Chamberlin	Spanish I, Intro. Science/Bio	<a href="mailto:echamberlin@tricountyschools.com">echamberlin@tricountyschools.com</a>	9:44-10:44
Mr. Clegg	Geometry, Math II, Algebra II	<a href="mailto:dclegg@tricountyschools.com">dclegg@tricountyschools.com</a>	10:45-11:45
Mr. Cook	Env. Science, Chemistry	<a href="mailto:rcook@tricountyschools.com">rcook@tricountyschools.com</a>	1:24-2:40 M.W.F
Mr. Court	Counselor	<a href="mailto:mcourt@tricountyschools.com">mcourt@tricountyschools.com</a>	7:15-2:41

Mr. Cumings	Wt. Training, Intro. Science	<a href="mailto:acumings@tricountyschools.com">acumings@tricountyschools.com</a>	7:15-8:39
Mr. Daum	Eng I Lit/Eng II Grammar, Gov	<a href="mailto:hdaum@tricountyschools.com">hdaum@tricountyschools.com</a>	7:15-8:39
Mr. Dummer	Brit Lit/Eng I	<a href="mailto:pdummer@tricountyschools.com">pdummer@tricountyschools.com</a>	9:44-10:44
Mr. Ells	Intro. Science/Bio	<a href="mailto:jells@tricountyschools.com">jells@tricountyschools.com</a>	9:44-10:44
Mr. Fisher	Algebra II, Pre-Calculus	<a href="mailto:rfisher@tricountyschools.com">rfisher@tricountyschools.com</a>	1:24-2:40 T,TH
Mr. Flayer	Media Center	<a href="mailto:sflayer@tricountyschools.com">sflayer@tricountyschools.com</a>	7:15-2:41
Mrs. Kik	Counselor, PE 10-12 Sports	<a href="mailto:wkik@tricountyschools.com">wkik@tricountyschools.com</a>	7:15-2:41
Ms. Knox	Yearbook/Comm Skills	<a href="mailto:kknnox@tricountyschools.com">kknnox@tricountyschools.com</a>	7:15-8:39
Mrs. Lutz-Krebill	Practical Economics, Sociology/psychology	<a href="mailto:slutz-krebill@tricountyschools.com">slutz-krebill@tricountyschools.com</a>	9:44-10:44
Mr. Mercer	Computer Lit., Comp. App	<a href="mailto:jmercer@tricountyschools.com">jmercer@tricountyschools.com</a>	8:43-9:40
Mrs. Nielsen	Art	<a href="mailto:cnielsen@tricountyschools.com">cnielsen@tricountyschools.com</a>	7:15-8:39
Mr. Overbeek	Phys. Education	<a href="mailto:coverbeek@tricountyschools.com">coverbeek@tricountyschools.com</a>	8:43-9:40
Mr. Patin	Am Lit, Eng III	<a href="mailto:rpatin@tricountyschools.com">rpatin@tricountyschools.com</a>	1:24-2:21
Mr. Polley	Special Education Science	<a href="mailto:rpolley@tricountyschools.com">rpolley@tricountyschools.com</a>	9:44-10:44
Mrs. Porter	Special Education English	<a href="mailto:lporter@tricountyschools.com">lporter@tricountyschools.com</a>	9:44-10:44
Mrs. Renner	Applied Math, Geometry	<a href="mailto:arenner@tricountyschools.com">arenner@tricountyschools.com</a>	7:15-8:39
Mr. Renner	Intro. Science, Biology	<a href="mailto:crenner@tricountyschools.com">crenner@tricountyschools.com</a>	7:15-8:39
Mrs. Rodgers	Home Ec., Child Dev.	<a href="mailto:drodgers@tricountyschools.com">drodgers@tricountyschools.com</a>	7:15-8:39
Mrs. Scott	Contemp. Social Issues, Government	<a href="mailto:dscott@tricountyschools.com">dscott@tricountyschools.com</a>	12:23-1:20
Ms. Sheathelm	Spanish	<a href="mailto:ssheathelm@tricountyschools.com">ssheathelm@tricountyschools.com</a>	10:48-11:45
Ms. Smith	Special Education English	<a href="mailto:ksmith@tricountyschools.com">ksmith@tricountyschools.com</a>	12:23-1:20
Mrs. Stewart	Special Education Math	<a href="mailto:kstewart@tricountyschools.com">kstewart@tricountyschools.com</a>	9:44-10:44
Mrs. Stilson	Eng I Lit/Eng II Grmr, Geo	<a href="mailto:astilson@tricountyschools.com">astilson@tricountyschools.com</a>	10:48-11:45
Mrs. VanZyll	Health, Weight Training	<a href="mailto:svanzyll@tricountyschools.com">svanzyll@tricountyschools.com</a>	10:48-11:45
Ms. Williams	Math I, Algebra I	<a href="mailto:rwilliams@tricountyschools.com">rwilliams@tricountyschools.com</a>	12:23-1:20
Mr. Wilson	Band, Stage Band	<a href="mailto:hwilson@tricountyschools.com">hwilson@tricountyschools.com</a>	10:48-11:45
Mr. Zerlaut	World Geo., Am. History	<a href="mailto:wzerlaut@tricountyschools.com">wzerlaut@tricountyschools.com</a>	8:43-9:40

## MEDIA CENTER

The Media Center is here for your use; these guidelines will help make your visit successful.

### A. Guidelines

1. You are in the Media Center for a purpose.
2. You **must** have a pass, during school, to come to the Media Center.
3. You must sign-in in the office if you plan to use the Media Center during your lunch period.
4. Bring necessary materials with you (pens, pencils, and paper).
5. Be considerate of others. Keep talking and noise to a minimum.
6. Leave the Media Center neat and orderly. Push in chairs and pick up papers.
7. Please no more than four per table.
8. The Librarian does not give locker or restroom passes.

### B. Fines - Overdue library materials will be charged as follows:

1. Three week materials - 5 cents per day overdue.
2. Overnight materials - 10 cents per day overdue.

## **LOCKERS / PERSONAL PROPERTY**

Personal property will be stored only in lockers or another location approved in advance by the principal. Students are responsible for keeping the lockers neat and clean. Stick-on decals, graffiti or other inappropriate materials are not permitted.

Unannounced, periodic spot checks may be made throughout the year. Items which are prohibited on school premises and/or pose dangers to the health and safety of all students and school personnel (even those which might tend to disrupt the educational process) if found, will result in appropriate disciplinary action.

If you wish to store something of value in the office, arrangements can be made to do so. In any event, you should not leave money or valuables in your locker.

There will be a systematic locker clean-out at the end of the school year. Students are reminded to turn in all classroom materials to teachers before that time.

## **RESTRICTED AREAS**

Students will not leave the building while school is in session unless under the supervision of a faculty member or excused by the office. Students are prohibited from being in the parking lot or behind the building during the school day unless under the supervision of a faculty member. The locker room is off limits to students during lunches. The restrooms are not for loitering.

## **PARTICIPATION IN SCHOOL ACTIVITIES**

- A. No one is permitted to leave the building and return unless excused by the person in charge. Anyone who does leave will not be permitted to return. The door will be locked one hour after dances begin. No one will be admitted after that time.
- B. Visitors will be required to have a pass. The person requesting the pass is held responsible for the visitor's conduct. Students are allowed one visitor under the age of 21.
- C. During the ball games, the students are to remain in the gym and not in the halls.
- D. During school nights the activities must be over by 10:00 p.m.
- E. Friday and Saturday night activities must be over by 12:00 a.m.
- F. Regular school dress is required at all dances except at formal dances and certain special dances.

## **VISITORS**

Approved visitors and guests must report to the office upon arrival, where they will sign in, meet with the principal, and then be issued a visitor's pass. The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must report to the main office upon arrival. Parents are welcome at any time. Student visitors are not allowed, except

those planning to enroll at Tri County High School. Prior approval from the principal is required for these visitors.

### **USE OF OFFICE PHONE/STUDENT MESSAGES**

No student will use the office phone except for an emergency. The pay phone located in the front hall is for student use. Students are also encouraged to purchase phone cards for their phone use. Do not ask the office to deliver messages. Students will not be called from the classroom, unless it is an emergency.

### **EMERGENCY SCHOOL CLOSINGS**

Classes will be held whenever possible. If, however, weather conditions make it unsafe to transport children to school, the office of the superintendent will notify area radio and T.V. stations by 7:00 a.m. If it is necessary to dismiss early, the radio and T.V. stations will again be notified. The following stations will normally be notified of school closings:

<u>T.V. Stations</u>	<u>Radio Am</u>	<u>Radio FM</u>
WOTV (8)	WOOD (1300)	WOOD (105.7)
WZZM (13)	WLAV (1340)	WODJ (107.3)
		WLAV (97)
		WCUZ (101.3)

### **NETWORK, INTERNET, & HARDWARE POLICY**

In accordance with Tri County High School Electronic Access policy (signed by student and parent), students are prohibited from using our computer technology for malicious use, to harass or discriminate against others, and to infiltrate unauthorized computer systems. Students should never knowingly install computer viruses on school equipment or publish or discuss any given passwords or reveal the name, addresses or telephone numbers of others. Students are prohibited from using our technology for personal or private business.

### **DRIVER EDUCATION**

Driver education will be made available to students outside of the regular school day. Students must be at least 14 years and 8 months of age to sign up for the class. To secure a spot in the class, students must make payment at the time they sign up. The charge for driver education class is \$280.00 (this includes level I and level II classes). A non-refundable enrollment fee is included in the fee. In the event a student does not attend the class, the \$25.00 enrollment fee will not be refunded.

### **STUDENT INSURANCE**

The board will offer students the opportunity to purchase insurance. Payments of medical expenses are made ONLY IN EXCESS over all other family or employer group insurance plans, which must contribute its maximum before the insurance takes effect.

## **POSTINGS / DECORATIONS / BUILDING USE**

### **Postings and Decorations**

1. Any material to be posted on school grounds must be approved in advance by the principal.
2. All materials will be posted on bulletin boards with thumbtacks or staples. Exceptions must be approved in advance by the principal.

### **Building Use**

1. Use of school grounds or any facility on school grounds must be approved in advance by the principal.
2. Grounds and facilities must be left clean and serviceable after an activity.
3. Damage to school buildings, furniture, and equipment because of mischief or negligence will be repaired or replaced at the expense of the sponsoring individual or organization.

**SCHOOL CALENDAR**  
**TRI COUNTY AREA SCHOOLS**  
 2006 – 2007 Calendar

Monday	August 28	New Teacher Orientation
Tuesday	August 29	Teachers' first day and Professional development
Wednesday	August 30	Professional Development
Thursday	August 31	Professional Development
Tuesday	September 5	First day for students
Tuesday	October 31	End of First Quarter
Wednesday	November 1	Professional Development Day – No School
Wednesday	November 8	Evening Parent teacher conferences 5:30 – 8:00 p.m. HS and MS
Thursday	November 9	Evening Parent teacher conferences 5:30 – 8:00 p.m. Elementary
Friday	November 10	Parent teacher conferences 8:00 a.m. – 12:00 p.m.
Tuesday	November 14	Afternoon Parent teacher conferences 3:00 – 5:00 p.m. HS & MS; 4:00-6:00 p.m. Elementary
Wednesday	November 15	Professional Development Day – No School
Thurs/Fri.	Nov. 23 & 24	Thanksgiving Break – No School
Wednesday	Dec. 20-Jan.2	Christmas Break – No School
Wednesday	January 3	School Resumes
Friday	January 19	End of first semester
Monday	February 19	Professional development day – No School
Wednesday	February 21	Evening Parent Teacher Conferences 5:30 – 8:00 p.m. HS
Friday	March 16	Professional development day – No School
Friday	March 23	End of Third Quarter
Thursday	March 30	Evening Conferences Elementary Only
Friday	March 31	½ day student, p.m. Parent Teacher Conferences Student Dismissal Time 11:30 am, Conferences 1:00 – 3:30 p.m., Elementary Only
Monday	April 2-6	Spring Break – No School
Monday	April 9	School resumes
Monday	May 28	Memorial Day – No School
Thursday	May 31	Last day for students
Friday	June 1	Teacher records day