



ELK RAPIDS HIGH SCHOOL

STUDENT HANDBOOK
2024 - 2025

School Colors:	Orange and Black
League Affiliation:	Lake Michigan Conference

“Fight Song”

*Cheer our Elks to victory
Show your E.R. pride
We're the team that can't be beat
So come on Elks get on your feet
And hail the good old Orange and Black
We're gonna win tonight
Fight, Fight, go team Fight
Victory for E.R. High!!!*

Dear Student and Parent:

Welcome to the 2024-25 school year at Elk Rapids High School! We are excited and fortunate to begin the school year with your children. We invite you to share our vision of excellence and become involved in the activities and opportunities available at Elk Rapids High School.

This student handbook has been prepared to guide you through your high school experience. We want both students and parents to understand the policies and procedures that are in effect at Elk Rapids High School. Each student will have access to the handbook and is responsible for its contents. Read it carefully with your child and keep it handy for ready reference throughout the school year. At Elk Rapids High School, we believe strongly in the combined involvement of parents and students working together with the school.

“As students learn today, they will lead tomorrow.” We urge each student to take advantage of our programs and perform to the best of his or her ability everyday. If there is ever anything we can do to help you, please do not hesitate to ask. On behalf of the entire faculty and staff, we wish each student and parent an excellent 2024-2025 school year.

Sincerely,

Jack Young, Principal

Elk Rapids High School
308 Meguzee Pt. Elk Rapids, MI 49629
Phone: 231-264-8108 Fax: 231-264-0895

Mr. Jack Young, Principal
Ms. Lacey Straight, Administrative Assistant
Mr. Brett Graham, Assistant Principal and Athletic Director
Mrs. Kim Rice, Administrative Assistant to Athletic Director
Mrs. Samantha Bueby, Counselor

All administrators, teachers, and staff members of the high school are vested with legal authority to enforce the policies set forth by the Board of Education. Refusal on the part of students to respect this authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly.

MISSION OF THE ELK RAPIDS HIGH SCHOOL

The teachers, administrators, and support staff of Elk Rapids High School, in partnership with students, parents and the community, shall provide high quality educational programs which enable all students to acquire knowledge, achieve self-fulfillment and self-reliance, and become contributing members of society

ELK RAPIDS HIGH SCHOOL VISION STATEMENT

Becoming a World Class School.

If Elk Rapids High School is to become a world class school, it must have a clear sense of the goals that it is trying to accomplish, the characteristics of the school it seeks to become, and the contributions that the various stakeholders in the school must make in order to transform ideals into reality. The following vision document is intended to provide the standards that Elk Rapids High School educational staff will use to set goals, establish priorities, and guide decision-making in the school improvement process. The values and beliefs conveyed in this document will encourage us to live our "tradition of excellence" daily in order to realize a better future for the students, school, and greater community of Elk Rapids.

CLIMATE/ENVIRONMENT - #1

We envision ERHS as an exemplary school with an emotionally and physically safe environment where students, parents, staff, and administration interdependently foster innovative learning and teaching.

STUDENT CENTERED - #2

We envision ERHS as an exemplary school where all students are challenged to develop character through lifelong learning and service to others.

RELATIONSHIPS & PRACTICES #3

We envision ERHS as an exemplary school where staff will develop collegial relationships that result in acquiring, implementing and maintaining best practices to innovate and to provide cutting edge instruction in the classroom.

CURRICULUM - #4

We envision ERHS as an exemplary school which provides a globally relevant and challenging curriculum that meets the varied learning styles of each student in order to prepare students for the future.

RESPECT & EXPECTATIONS - #5

We envision ERHS as an exemplary school where value for all individuals is demonstrated through understanding, compassion, and civility which ensures the right to a positive learning experience.

GLOBAL INCLUSION/COMMUNITY - #6

We envision ERHS as an exemplary school in which all stakeholders are nurtured to become contributing members of society with a respect for world issues, an understanding of how individual actions influence the global environment, and an appreciation for the value of collaboration.

CENTRAL OFFICE ADMINISTRATION

Ms. Julie Stolowski-Brown, Superintendent

Mr. Bill Melching, Business Manager

Mrs. Kortni Huron, Executive Assistant to the Board of Education and Superintendent

Mrs. Karen Miller, Assistant Business Manager and Accounting Supervisor

BOARD OF EDUCATION

Martha McGuire, Scott Moore, Holly Spencer, Jennifer Brown,

Darryl Antcliff, Sherry Steffen-Detwiller, Derek Morton

Elk Rapids Public Schools believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

Please check out our web page (www.erschools.com) for more information.

DAILY SCHEDULE

Classes begin at 7:45 a.m. Classes dismiss for the day at 2:37 p.m.

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NON-DISCRIMINATION POLICY

The Elk Rapids Public School District does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

USDA DIETARY GUIDELINES

Policy #8510-indicates our implementation of the USDA dietary guidelines, please visit erschools.com for more information.

ACADEMIC INFORMATION

GRADE CLASSIFICATION: Students will be classified according to their year of entry as freshmen into high school. **TOTAL NUMBER OF CREDITS REQUIRED:** students must earn the minimum credits listed below in order to graduate: (See GRADUATION REQUIREMENTS.) One-half credit is earned by the successful completion of a semester course. Additional credit opportunities are listed below:

- 1/2 credit can be earned by passing a college level course.
- Credits for correspondence, summer school, after school, and on-line courses will be determined by the principal and counselor at the time of enrollment. Such credits are normally a ½ credit.

In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

GRADUATION REQUIREMENTS: Seniors must satisfactorily complete the minimum (or more) units of credit for their class to be eligible for participation in graduation exercises and to receive a diploma.

(Subject to change)

ERHS Graduation Requirements

English	4 credits	English 9, 10, 11, 12 (A & B)
Math	4 credits	Algebra I, II, Geometry, 1 additional credit, 0.5 credit must be taken during senior year.
Science	3 credits	Biology (A&B), Physics or Chemistry, Plus 1 additional credit.
Social Studies	3 credits	U.S. History A/B, Economics, Government, World History A/B
PE/Health	1 credit	General Physical Education and Health
World Language	2 credits	Taken between 8-12 grade
Arts	1 credit	Visual, Performing, or Applied Art
Electives	varies.	
A total of 22 credits required.		

SCHEDULING

Minimum Class Load: In order to meet current Board of Education guidelines, students must be enrolled full time. Approved programs of co-op or work experience may count toward the requirement. **All students are required to have full schedules (6 class hours) in the Fall semester. If Seniors have sufficient credits to graduate with their class at the end of the year to have a reduced schedule in the Spring (i.e. either 1st or 6th hour free), they may pursue that option after speaking with the School Counselor and receiving approval from the Principal.**

Schedule Changes and Adjustments: The student and the parent/guardian must request all schedule changes during the drop/add period. Using the schedule change form is recommended. Requests to drop or add a course must be turned into the counselor no later than the end of the fifth day of the semester.

Students MUST follow their present schedules until change requests have been completed, officially approved or denied. Check Powerschool for updates.

Schedules may be changed if:

- Student schedule is not complete.
- Student has duplicate courses that may not be repeated.
- Senior needs class (es) for graduation.
- Student has completed course (s) in summer school or has "tested out."
- Student has been accepted into a special program, co-op job, college class, etc.

Schedules may not be changed for the following reasons:

- Student preference for lunch period.
- Student preference to be with friends.
- Student preference for a different period or term.
- Student preference for a different teacher.
- Student changes mind about taking a course.

The principal must approve any exceptions to these guidelines.

PERSONAL CURRICULUM

The Personal Curriculum is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. To learn more about personal curriculum, visit: <https://www.michigan.gov/mde/services/academic-standards/mmc/personal-curriculum>

"TESTING OUT" OF HIGH SCHOOL CLASSES

The State of Michigan mandates that high schools provide students a method of "testing out" of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas.

- All students have this opportunity to "test out" of all classes.
- "Testing out" allows a student to go on to higher levels or additional courses available to them.
- Students must exhibit mastery of course content by attaining a grade of 77% or better on a comprehensive final examination.
- Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to; portfolios, performance, papers, projects and/or presentations.
- Credit earned for "testing out" of classes may apply toward the credits required for ERHS graduation.
- Testing out will occur before taking the course.

Credit earned will be based on successful mastery of the required assessment and recorded as "Credit". The student's cumulative grade point average will not be impacted. Credit will be accepted as fulfillment of a requirement in a course sequence. **Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.**

1. Parents and students can get further information in the ERHS Principal's/Student Services Office.
2. There is no charge to students for "testing out."
3. Parents and students can schedule in May for testing in June.

DUAL ENROLLMENT PROGRAM

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students in grade 11 or grade 12 have taken the entire PSAT, PLAN, MME, SAT, ACT, or Compass test and are endorsed in one or more subject areas in which they wish to dual enroll. Also, students in grades 11 or 12 may take courses in subjects not offered by the school, typically in the core academic areas.
2. Students must be enrolled in both the school district and a post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. Students must enroll in college courses not offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists which is beyond the student's control.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, fine arts, or religion.

School districts are required to pay the lesser of (a) the actual charge for tuition, mandatory course fee, and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year that student attends the post-secondary institution.

*Students may be charged for their courses if they receive a failing grade.

*There is a November 1st deadline for Spring Dual Enrollment and a May 1st deadline for Fall Dual Enrollment.

Parents may obtain information concerning procedures and guidelines in the ERHS Guidance Office where the dual enrollment process begins. **Please note** that if the state changes these guidelines, the program at Elk Rapids High School may be altered.

Other ERHS considerations:

1. Students requesting high school credit must follow specific timelines and procedures.
2. Students with a high school G.P.A. of less than 3.0.
3. Students who have not completed a previous class may not continue with Dual Enrollment or Early College.
4. Students may not take college courses if those course times conflict with their high school schedule of graduation requirements.
5. Students must weigh the advantages and disadvantages of Dual Enrollment considering the fact that, although they may choose to take a course both for high school and university credit, some universities will not accept transfer credit if the student takes the course for high school credit.

WORK-BASED LEARNING

The State of Michigan no longer allows in-school placements unless the placement is a part of a course with a curriculum, assessments, recorded attendance and grading. Under no conditions are students allowed to be placed as office aides.

Out-of-school placements are "paid trainees". These students may be released up to two periods each semester in their junior and/or senior year to earn credit as they work. They can earn no more than a total of six credits for a school-to-work placement. These students must work hours equivalent or beyond their

release time. Their job placement must relate to their Educational Development Plan (EDP) and the student must be taking a related class in all semesters in which he/she is enrolled in a work-based learning experience.

All employers of paid trainees must meet all state requirements and the job placement must be approved by the Principal before the student can register for the course.

Students must complete relevant safety training and all paperwork must be completed before starting in the placement.

EARLY HIGH SCHOOL COMPLETION

Some students may wish to finish their high school requirements and terminate their attendance early. These students should consult with their Counselor when they begin to consider early completion. Those students who have **NOT** passed the MME are encouraged to remain at ERHS until their class graduates and take courses that might improve their educational background. All regular ERHS graduation requirements must be met for early high school completion.

Certain procedures must be followed:

1. The student should request a form from the counseling department, complete and return with appropriate signatures.
2. The form explains required procedures to follow for diplomas, graduation, and related activities. A parent signature is required on the letter if the student is under the age of 18 at the beginning of the Semester.

Further information and the complete list of procedures can be obtained in the Guidance Office.

TRANSFER OF CREDITS

Students who enter Elk Rapids High School from another school will be placed at a grade level by the counselor based upon an examination of the transcript. It should be noted that the Michigan State Board of Education maintains the following standards:

- Instruction must be given by certified teachers in each core area.
- Curriculum must be comparable to the State Core Curriculum
- Students must be provided with a minimum of 1098 hours of instruction annually.

Credits for students transferring in from other public schools, including charter schools, or private schools that meet the above standards will be accepted from an official transcript.

WITHDRAWALS

Students who wish to withdraw from school or transfer to another school should notify the Counseling Office at least three days prior to transfer for preparation of exit grades and transcript.

GRADE REPORTING

The school year is divided into two semesters, each lasting 18 weeks. Report cards are mailed to the home address at the end of each semester and progress reports are available on PowerSchool 24 hours a day for review. Parents will be given a web address with a password to view their child's grades,

attendance, and other information. Students who receive an "I" (incomplete) will not be listed for the Honor Roll.

GRADING SYSTEM: Academic achievement will be reported by the following system:

A	=	4.0	A-	=	3.67			
B+	=	3.33	B	=	3.0	B-	=	2.67
C+	=	2.33	C	=	2.0	C-	=	1.67
D+	=	1.33	D	=	1.0	D-	=	0.67
E	=	0.0						

A = Excellent Progress

E = Failure

B = Good Progress

I = Incomplete

C = Fair Progress

CR = Credit

D = Unsatisfactory Progress

NC = No Credit

ACADEMIC RECOGNITION

HONOR ROLL: The Honor Roll recognizes academic achievement and is published each semester. To be eligible, students' grades must have a 3.0 trimester grade point average. Students who receive an Incomplete (I) or a no credit (NC) grade/s for the semester will not be considered for the honor roll. Students must have a minimum of three graded ERHS classes.

HONOR GRADUATES: Based upon 7 semesters and using cumulative grade points, graduating seniors will be recognized as:

4.00-3.50 High Honors (gold stoles)

3.49-3.00- Honors (gold cords)

NATIONAL HONOR SOCIETY: The National Honor Society (NHS) is a national organization created to recognize outstanding students. The purpose of NHS is to develop character, to promote leadership, to create an enthusiasm for scholarship, to stimulate a desire to render service. A student with a cumulative grade point average of 3.50 by the end of the sophomore year is a candidate for the National Honor Society.

The selection process is as follows:

1. The NHS advisor will invite all sophomores and juniors with a cumulative GPA of 3.50 or higher to apply. To be considered further, the student must complete and return to the advisor, a Student Activity Information Form.
2. Those students who complete the form and return it, will then be considered for membership by the faculty council.
3. To be elected to membership, a student must have a majority (3) of the votes cast by the council members. Induction ceremonies will be held shortly after the election of those selected.

NCAA FRESHMEN ATHLETIC ELIGIBILITY

To be certified as a college freshman participant at the Division I level, the student must meet the **NCAA CORE COURSE REQUIREMENTS:** A **core course** is defined as a recognized academic course designed to prepare a student for college-level work (as opposed to a vocational or personal-service course). Courses that are taught at a level below the high school's regular academic level shall **not** be considered core courses regardless of course content. To determine what are ERHS core classes,

students may find out in the Guidance Office or check out the Clearinghouse online at www.ncaaclearinghouse.net. Elk Rapids High School's code is 231-340.

Division I and II G.P.A and ACT:

- **Division I:** Have a core-course grade-point average (based on a maximum of 4.000) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale. (Index available in the Guidance Office.)
- **Division II:** Have a combined score on the SAT verbal and math sections of 820 (if taken on or after April 1, 1995) or a 68 sum score on the ACT.

ATTENDANCE POLICY (Board Policy 5200)

Elk Rapids High School strives to provide all students the education and skills to be responsible, healthy, and productive citizens, prepared to compete in an ever-changing global community. To do this properly, regular attendance is an absolute necessity. Elk Rapids High School has developed an attendance policy and a set of attendance procedures designed to promote good attendance in a positive, constructive manner. The effectiveness of these procedures depends upon parents, students, and the school working together to see that students attend classes regularly in order to acquire a sound high school education and to prepare themselves to become responsible citizens and members of society.

“Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement.” OAG No 541, p 738 (12-20-78).

EARLY RELEASE FOR SENIORS:

Depending on the school calendar and the established date for graduation, seniors may be released prior to graduation commencement ceremonies.

EXAM POLICY:

- All students will take a comprehensive final exam at the end of the First Semester.
- All 9-11 grade students will take a comprehensive final exam at the end of the Second Semester.
- There may be exemptions granted for the Second Semester, for Seniors only.
 1. It will be left up to the teacher to determine if a final exam is to be taken.
 - Teachers consider the following criteria when determining exemptions.
 - a. Number of tardies.
 - b. Number of absences.
 - c. Type of absences.
 - d. Documented disciplinary issues within the class.
 2. Administrators may also make the determination if a senior is to take the exam.
 3. It should be noted that Seniors enrolled in an Advanced Placement course are expected to take the end of course exam offered by the College Board.

Attendance Requirements to Receive Credit in a Class

Students may be absent a maximum number of 9 times per period per semester with no make up hours required. At 10 absences per period per semester students will be required to complete one make up session and earn passing grade on the final exam in order to earn credit in the class. Students that are absent 11 or more times per period per semester have not earned credit in that course(s) unless they submit an appeal with supporting documentation that details extenuating circumstances. Appeals are due one week before semester exams are scheduled. Some factors that will have bearing, whether or not an appeal will be granted may include: how many total absences there were, how many of those absences were unexcused, what were the reasons for ALL absences, how extenuating are the circumstances for additional absences, is there any supporting documentation (medical, legal, social services, etc.), was the appeal procedure followed, were make up hours completed, what do student behavioral and academic patterns look like, etc. The administration reserves the right to grant conditional appeals whereby a student may earn past credit through future action defined in a written plan.

Make Up Hours

All make-up time must be completed during the semester in which a student is attempting to earn credit, unless otherwise approved by the principal. Possible opportunities include:

1. Attend a scheduled Saturday School. 8-11am. This will enable one hour per period to be earned back.
2. Design an individualized plan with the assistance of parents and approval of the administration.

Students who fail to make up hours by the assigned due date may not earn credit and may receive a "NC" or an "E" for the class (for extenuating circumstances, see Attendance Appeal Process). All make-up hours must be completed by the school day preceding the next semester unless otherwise approved by the administration.

Excessive Absences

Students who reach ten or more absences in a class for one semester will remain in the class and earn a "NC" (no credit) for the semester if passing or an "E" if failing.

Students who reach 11 or more days absent in two or more classes may be suspended from school for the remainder of the semester. Students and parents/guardians are responsible for keeping track of their attendance in each class. Students may request an attendance printout from the Principals' Office.

Attendance Appeal Process

Students at risk of losing credit due to excessive absences and who feel their absences have been the result of **extenuating circumstances** may appeal to the Principal/ Assistant Principal for review of their situation.

Appeal Process Guidelines: **The appeal procedure for the attendance policy requires the following:**

1. If extenuating circumstances are known in advance, appeals should be requested as early as possible in the trimester. Appeals for the current semester should be requested in writing before the trimester ends.
2. Write a letter in which you note the name and grade of the student, the extenuating circumstances that led to excessive absences, the specific dates that you believe should be appealed and any other information that you would like to be considered. Unexcused absences or excessive tardiness may negate the chance of an appeal.
3. Complete the letter, attach any supporting documentation (especially in the case of extenuating illness or hospitalization), and submit it to the Assistant Principal.

4. The Assistant Principal and the Principal will review the appeal. You may be requested to meet with the Principal.
5. Parents/guardians will be notified by phone and/or in writing with the results of the appeal request. Some appeal decisions may state that the student will need perfect attendance for the remainder of the trimester and/or follow other parameters.

Homebound Services

Students who face hospitalization or extended illness should contact their Assistant Principals' Office as soon as possible in order to request homebound services. Days of school missed by students after homebound services have started will not count against the attendance requirements. A doctor's verification and completed homebound services application will be required for homebound services.

Responsibility for School Work

Students must notify teachers and administration in advance for pre-arranged excused absences. Students should request homework prior to departure and arrange a time to make up missed tests or quizzes at a time that is acceptable with the teacher. Students attending school-related functions (ex: field trips, contests, athletic events), other than their normally scheduled classes, have the same responsibility for prearranged work.

Upon return to school from an absence (or school-imposed suspension/restriction), the work that was due on the day of the absence is due the day of return. If a student was absent due to illness, the student will have as many days to complete make-up work for each excused absence. Students, who have an extended illness, should make arrangements with their teachers on an individual basis. Administrators and/or guidance counselors may assist in making arrangements. Please refer to the teacher's course syllabi for specific classroom policies regarding make-up expectations.

Students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework. For school-imposed student absences (suspensions), the student should see the assistant principal.

Trips/Vacations

Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so vacations taken during school time are discouraged. Prior to a vacation or trip, parents should notify the Assistant Principals' Office in writing (Family Vacation Form) in order for an absence to be excused. Students will be responsible for making necessary arrangements for missed coursework with their teachers. Absences due to a vacation or trip will not count toward the 9 absences allowed per semester. Students are allowed 1 family vacation/trip per year, for 1 to 5 days in length.

Tardy Policy

Punctuality is essential to success and is a fundamental employability skill. For this reason and the fact that tardiness disrupts the class and impacts the learning process, the following is suggested:

Tardiness is defined as being late to class. Each classroom teacher will have guidelines and expectations for students regarding punctuality and potential consequences for tardiness. It is recommended that students develop an awareness of each instructor's expectations. Excessive tardiness is disruptive and disorderly and may be viewed as a form of insubordination/persistent disobedience and referred to the Assistant Principals' Office.

Students are allowed a maximum of 10 tardies, per class, per semester. Exceeding 10 tardies may result in a "NC" or "E" for the class.

Teachers may figure 10% of a student's final grade based on tardies. Ex. If a student is tardy 3 times, the student's grade may be reduced by 3%

Note: Due to unforeseen circumstances, a student will be given 2 "grace" tardies for 1st period only.

If a student is more than 10 minutes late for a period, they will be considered absent and it will also count toward the absences allowed per semester.

ATTENDANCE PROCEDURES AND EXPECTATIONS

Procedures for Reporting Absences: The parent or guardian should call the school to have absences excused. Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, MUST BE VERIFIED BY A CALL OR NOTE FROM THE PARENT OR GUARDIAN BY 3:00 PM THE DAY AFTER THE ABSENCE. The parent or guardian may call the school at any time; voice mail is available after hours.

Telephone Number for Attendance: 231-264-8108

When leaving a message, please state (1) student's name (2) date/s of absence, (3) reason, (4) relationship of caller to student, and (5) phone number where the caller may be reached. (Frequently call-backs are made to verify the authenticity of calls Please do not be offended by this procedure.) If no phone is available, other arrangements need to be made with the Assistant Principal's office.

Late Arrival/Sign In Procedures: Students who report to school any time after the first scheduled class begins (more than 10 minutes), or are returning from signing out earlier in the day, must sign in at the Principal's office. Disciplinary action (i.e. detention/ in-school suspension) may be taken if a student does not follow the proper procedure.

Early Dismissal/Sign out Procedures

If it is necessary for a student to leave school during the day, the student must sign out at the Office, *after* making contact with the parents/guardians. Disciplinary action (i.e. detention) may be taken if a student fails to follow proper procedure.

Picking up Students

For safety considerations, a parent or guardian must go to the Office to be identified, before picking up a student.

If a student is to be picked up by someone other than parent or guardian, arrangements must be made through the parent/guardian with the Principal's office before the student leaves.

Only a school official may remove students from class. Parents may then pick their child up in the office.

Classification of Absences

EXCUSED ABSENCES: The High School accepts only the following as excusable reasons for absence from school.

- Personal Illness– The administration may require a doctor’s confirmation if deemed advisable.
- Illness in the Family
- Quarantine of the Home– This is limited to the length of the quarantine as fixed by the proper health officials.
- Death of a Relative
- Observance or Celebration of an Established Religious Holiday.
- Absence during the school day for professional appointments– Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - The student shall have a statement to that effect from his/her parents.
 - Students/parents are encouraged to bring documentation of professional appointments to be kept on file.
 - The student shall report back to school immediately after his/her appointment if school is still in session.
 - Pre-arranged and/or other absences as approved by the administration.
- It is suggested that requests for pre-arranged absences are made in writing at least two days in advance to the Assistant Principal’s Office.

Excused absences will count toward the 9 absences allowed per semester.

EXCUSED ABSENCES – SCHOOL RELATED: Absences approved by the school for field trips, athletic events, conferences (with a teacher/counselor/administrator), special programs and activities do not count toward students’ semester absence total. With appropriate documentation, seniors will be allowed two days for pre-arranged college visits. Documentation must be submitted to the Guidance office and Assistant Principals’ Office in advance. Additional days for pre-arranged visits may be requested through the Principal.

UNEXCUSED ABSENCES: Any absence from class, other than excused/school-related absences or any absence that does not meet the Attendance Policy and/or has not been verified with the Assistant Principal’s Office before 3:00 PM the day a student returns from an absence will be considered unexcused. An unexcused absence from a class shall be considered truancy and may be subject to discipline.

Occasionally, there are instances where a parent indicates that they are “excusing” an absence even though the reason given doesn’t meet the ERHS Attendance Policy. In these cases the office secretaries will note that the absence is “parent verified”, but it will still be marked as an “unexcused absence”. For this type of situation, the office may not issue disciplinary consequences; however, students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework. In addition, these absences may not be subject to the Attendance Appeal Process.

SCHOOL-IMPOSED ABSENCES:

- **In-School Suspension** may be assigned by an administrator for violations of the Student Code of Conduct. Students in In-School Suspension will be expected to request and bring assignments from teachers and make up missed class work. Absences from In-School Suspension do not count against attendance totals.
- **Out-of-School Suspension** may be assigned by an administrator for violations of the Student Code of Conduct. The office will request assignments and students will be expected to make up

missed assignments. Absences from Out-of School Suspension do not count against attendance totals.

STUDENT BEHAVIORAL EXPECTATIONS

ERHS students are responsible for maintaining an environment that allows maximum opportunity for learning. Students are expected to conduct themselves in a manner that does not interfere with the rights, freedoms, privileges, and safety of other students, staff members, or visitors during the school day or at any school-sponsored activity.

ALL SCHOOL/DISTRICT POLICIES ARE IN EFFECT AT ALL SCHOOL FUNCTIONS.

ERHS POLICIES ARE BASED UPON BOARD OF EDUCATION DISTRICT POLICIES AND MICHIGAN STATE LAW. THE DISTRICT'S POLICIES MAY BE REVIEWED ONLINE AT ANY TIME.

Backpacks/Shoulder Bags/Duffels/Etc.

Based on recommendations from local and state law enforcement, the district recommends the following procedures for student bags at Elk Rapids High School:

- Students should place bags directly in their lockers upon entering the building and may retrieve them from their lockers when exiting the building.
- This recommendation is based on student safety and those individuals that have specific parameters that are violated may be subject to disciplinary action.

Bus Transportation

Code of Ethics for Riding the Bus: In order to avoid accidents and to make riding on a school bus a safer and more pleasurable experience, it shall be the responsibility of every student riding the school bus:

- To be at the right place at the scheduled time, ready to board the bus.
- To wait for the bus in an orderly fashion and to stay off the roadway while waiting for the bus.
- To wait for the bus to come to a complete stop before attempting to get on or off.
- To enter and leave the bus only by the front door except in the case of an emergency or an emergency drill.
- To find a seat and remain seated in that seat until it is time to get off.
- To throw nothing out of the bus, on the bus, or at the bus.
- To always be ladies and gentlemen. Pushing, shoving, and loud noises will distract the driver and may cause an accident.
- To refrain from profane or vulgar language, smoking, or littering while on the bus.
- To not willfully deface or damage the bus and to report at once any damages to the bus that are observed. Anyone guilty of such action shall bear the cost of repairs.
- To leave the bus at the regularly scheduled stop unless written permission is given by a parent or guardian with the consent of the bus driver. To keep books, musical instruments, feet and other items out of the aisle.
- To, above all, obey the driver.

- If a student blatantly ignores this code, he or she may be subject to suspension of all school bus riding privileges.

All disciplinary action shall be consistent with the seriousness of the violation. The school bus is considered an extension of the school/classroom and disciplinary actions for misconduct on the bus may extend to the school setting. The overall safety of the driver, other passengers, and other motorists is of the utmost importance.

Cafeteria/Food & Beverage Policies

Food and beverage items may not be consumed in unauthorized areas.

A free and reduced price lunch program is available to eligible high school students. Application forms, including federal income guidelines and information regarding cafeteria debit cards will be distributed at the beginning of the school year or may be obtained in the Principal's Office. Contact the Elk Rapids Schools Food Service Director for assistance in completing application forms: 231-264-6077.

Student behavior in the cafeteria should be based on courtesy and cleanliness. All students eating at school are expected to properly dispose of their refuse in the trash cans and recycling bins provided. *To avoid disturbing classes, students should remain in the cafeteria/lobby/gymnasium area during the lunch period.*

Closed Campus

Students' lunch periods are to be spent on the school campus. The location of the high school and the time factor does hinder having lunch away from school. Driving, in most cases, would be needed. For reasons of safety and liability we believe this is not necessary. Students are expected to eat lunch in the cafeteria, or other designated eating areas. Senior students may eat their lunch in the senior lounge. This privilege will continue as long as the room is kept clean and orderly, and student behavior is appropriate.

Displays of Affection

Public displays of affection (PDA) are not appropriate school behavior in the building or on school grounds. This type of behavior will not be condoned and may be subject to disciplinary action. PDA may be defined as kissing, excessive hugging, cuddling, groping, petting, or other sexually inappropriate behavior. Holding hands or putting your arm around a significant other is acceptable in non-academic school settings.

Dress and Appearance

Student dress should be neat, clean, and appropriate for the learning situation. Students are expected to maintain the type of appearance that is not distracting to teachers, other students, or disruptive of the educational process of the school. Any form of dress which is considered contrary to good hygiene or which is distractive or disruptive to the purpose of the school will not be permitted.

- Students are not permitted to wear clothing that promotes sex, alcohol, tobacco, drugs, or violence.

- Hats, hoods, similar head coverings, and sunglasses are to be removed upon entering the building. These items may not be carried or worn during any part of the school day and must be left in the student's locker.
- Outdoor apparel, bulky coats, trench coats, jackets, or similar apparel deemed inappropriate by administration are to be removed upon entering the building. These garments are to be left in the student's locker. (This does not include semi-formal or formal wear including tuxedos, suits, and blazers.)
- Personal electronic equipment designed to play music/video files including headphones are discouraged from being brought to school for safety and theft reasons. If brought to school it is advised that these items be placed in secure student lockers.
- No bare feet. STATE LAW REQUIRES THAT SHOES BE WORN IN SCHOOL AT ALL TIMES.
- No bare midriffs or backs, no low cut or see through clothing, no sagging pants/shorts, no short shorts/skirts (must extend beyond the finger tips with arms at your side), and no strapless or single-shouldered tops. Spaghetti strapped tops must be covered. Shoulder straps must be at least 3 inches in width. Please make sure that clothing choices are appropriate for the educational environment.
- Apparel that presents safety concerns or classroom distractions may be denied and confiscated by teachers or administrators. Infractions of dress guidelines may result in disciplinary action. The student dress code is in effect between 7:00 AM. – 4:00 PM

Driving and Parking

Driving to school is a privilege. As a service to our students, ERHS provides parking facilities as a convenience. The fact that the school makes parking available for students does not diminish the school's sole ownership, control, and authority over the parking facilities. The school reserves the right to examine vehicles therein and their contents for the purpose of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials including, but not limited to, narcotics or other contraband.

- Students may not park in visitor or faculty lots during the school day. If you are unsure of permissible parking locations please check with the Office.
- Vehicles parked in faculty lots or unauthorized areas or unregistered vehicles driven by students are subject to towing at student's expense or other disciplinary consequences. A tire boot may be used in lieu of towing and a fee may be assessed for its removal. Blue lines indicate handicapped spaces.
- All vehicles must be registered, and parking permits must be displayed in the vehicle. These permits may be purchased in the Assistant Principal's office.
- Student drivers and their passengers are to immediately leave their vehicle once it is parked and not return to the vehicle during the school day without permission from the office.
- Students that have permission to drive out may not transport other students that do not have permission.
- Vehicles should be operated in a safe and orderly manner and students should observe all parking and traffic regulations.
- All parking areas are off limits to students during the school day, including the lunch hour, unless permission is granted from the administration.
- Driving vehicles during school hours, without permission, is subject to disciplinary action.

- It is strongly recommended that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage, or damage to any vehicle while on school property.
- Refer below to "Guidelines and Expectations for Students Participating in Off-Campus Educational or Work Activities" for additional driving stipulations.

STUDENTS THAT DO NOT COMPLY WITH DRIVING AND PARKING GUIDELINES WILL BE SUBJECT TO DISCIPLINARY ACTION. Violations of parking regulations may result in loss of school driving privilege, issuance of a city traffic code citation, and/or school disciplinary action. The school is not responsible for theft or vandalism.

Guidelines & Expectations for Students Participating in Off-Campus Educational or Work Activities

- NOTE: "Off-Campus Educational or Work Activities" includes any activity or class not taking place in the Elk Rapids High School building or on the immediate grounds, such as dual enrollment programs, concurrent courses, work-study programs, and vocational programs.
- Students may lose driving privileges and are subject to disciplinary action if they drive out at non-scheduled class, activity, or work times and/or transport passengers that are not involved in their off campus classes or activities.
- Students participating in off-campus educational/work activities are encouraged to be actively attending those activities and utilizing on-site resources related to those off campus activities.
- Two sections of the Michigan Revised School Code provide authority for disciplining students for off-premises conduct. Section 11a (3) (b) authorizes schools to exercise appropriate powers to provide for students "safety and welfare" while at school or a school-sponsored activity or "while en route to or from school or a school-sponsored activity." Section 1312 (8) requires all school districts to "implement" and "enforce" a student code of conduct "in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on the school premises."
These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

STUDENTS THAT DO NOT COMPLY WITH THE GUIDELINES AND EXPECTATIONS FOR OFF-CAMPUS ACTIVITIES WILL BE SUBJECT TO DISCIPLINARY ACTION AND MAY BE SUBJECT TO A LOSS OF PARTICIPATION IN OFF CAMPUS OPPORTUNITIES.

Hallways/Student Passes

Students are **NOT** to be in the hallways or restrooms during class periods unless they have a proper pass. A proper pass/student admit slip is dated and signed by a staff member and is specific to an individual student. Hall passes should be issued only in cases of emergency or for the purposes of instructional or administrative activities assigned by teachers, administrators, guidance counselors, or office personnel. Students that abuse pass privileges may have their pass privileges revoked by the administration..

During the passing of classes the halls are crowded. The following items are common courtesy while in the halls:

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through the corridors quietly. Be considerate of others in the halls and classrooms.

- Discard trash in the containers provided. Keep the school clean by picking up papers from the floor.

Horseplay, running in the halls, littering, throwing items, blocking hallways, loitering, and public displays of affection will not be tolerated.

Harassment/Bullying

FORMS AND DEGREES OF BEHAVIOR
Mild Harassment or Teasing: Repeated name-calling or insults after correction , spreading rumors or false statements meant to hurt or embarrass.
Moderate Physical Contact or Harassment: Hitting, shoving, pushing or grabbing, sexual comments, cyber bullying, threatening comments or gestures.
Severe Physical Contact or Harassment: Fighting, punching, kicking, or similar behavior that may injure others, touching or grabbing private body parts. Racial, ethnic or sexual name calling, cyber bullying, swearing or threats of serious violence. Taking others possessions or destruction of property. (Based on severity, number of incidents may carry over each year)
Disrespect to a substitute teacher or adult are violations of the code of conduct and will be handled on a case by case basis, but also result in detention or ISS.

- Any student who believes that she or he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact immediately with a teacher, counselor, administrator, or other school employee.

Lockers

As a service to our students, ERHS provides locker facilities to be used for the convenience of students and for the security of students' personal property. The school retains sole ownership, control, and authority over the locker facilities. The school has the legal right to examine lockers and their contents, without notification, at any time. The use of a locker space is a privilege granted by the school. All students are expected to know and comply with all conditions and rules regarding locker use.

- Students are to use the lockers assigned to them, and are not to share unless assigned a locker partner by the school staff members.
- Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals, and **LOCKED without having items stuck in the door to keep it in an unlocked position.**
- Since each locker has its own combination lock, no padlocks are to be placed on them without administrative approval.
- **STUDENTS ARE ADVISED NOT TO LEAVE VALUABLES IN THEIR LOCKER OR BRING THEM TO SCHOOL.**The school will not accept responsibility for any lost or stolen articles.

(See **Search and Seizure, Canine Contraband Detection Program**)

Loitering/Restricted Areas

Loitering is defined as being in any area of the building or grounds during the school day without permission. The cafeteria and commons areas are available for students to socialize before school and at lunchtime. Certain areas are restricted during the school day.

- Loitering in restrooms, hallways, parking lots, and entrances is not permitted.
- No student is to be in the locker rooms, gym, music rooms, classrooms, or other area of the building without direct supervision by a teacher or administrator.
- Presence in the parking lot during the school day requires approval/pass from an administrator.
- Students should not be in the school building before 7:00 AM or after 3:00 PM unless participating in an organized activity or under the direct supervision of a staff member.
- Concurrent/dual enrollment students should make arrangements through the Assistant Principal's Office if they will be at the high school during non-scheduled times or while waiting for their next class to begin.

Students who are *unscheduled* for a class period or multiple class periods are considered visitors when they are on grounds or in the building during those times and are expected to follow the guidelines for "Visitors" and "Students Participating in Off-Campus Educational or Work Activities".

EXPELLED/SUSPENDED STUDENTS ARE NOT TO BE ON ANY SCHOOL PROPERTY OR PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITIES DURING THE TERM OF AN EXPULSION/SUSPENSION. ANY STUDENT IN ANY RESTRICTED AREA WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY ACTION AND/OR REFERRAL TO LEGAL AUTHORITIES.

GENERAL SCHOOL INFORMATION

Accessibility and Special Accommodations

Requests for accessibility and special accommodations should be made to the Principal's Office

Accident Reports

Any student who has an accident in school must report it to his/her teacher if the accident occurs in the classroom. If an accident occurs at any other time of the school day, it should be reported to the Principal's Office.

Age of Majority

Students 18 years of age and older are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.

Students 18 years and older may:

- Have the same privilege as their parents/guardians as it relates to access to their student records.
- Represent themselves during disciplinary conferences and be the addressee for their grade reports.

Eligible students who wish to assert these rights should register their intent by scheduling a meeting with a principal to make an official declaration. Until such time as the eligible student registers this intent, school officials may not recognize the above exceptions to school policies and procedures.

Parents/Guardians will be advised when their student has declared “age of majority”. Parents should be advised that once an eligible student has registered their intent as stated above, all school related communication will typically be handled through the student and **not** the parent/guardian or home.

Canine Contraband Detection Program

The overall intent of the use of detection canines on the school campus is to provide a deterrent to minimize the presence of contraband items on school property. Policy incorporates routine inspections of such areas as: lockers, gym areas, common areas, and parking lots. Inspections are performed on a random basis ensuring consistency of areas searched. The ultimate goal is to assist in providing a learning environment free from contraband items.

Contraband Items (defined):

Most canines are capable of detecting the following items:

Illicit Substances: marijuana, heroin, cocaine, methamphetamine

Alcoholic Beverages: beer, wine, liquor

Gunpowder: ammunition, guns, fireworks

Medications: normally both prescription and over the counter medications commonly subject to abuse

Bombs: explosives and other incendiary devices

Cell (Smart) Phones & Electronic Communication Devices (ECDs)

Administrative guidelines regarding cell phones:

Cell (Smart) Phones/Smart Watches: After a lengthy review by staff of a growing body of research regarding the negative impacts of cell phones on student attention and learning, it has been determined that some additional restrictions need to be implemented to safeguard the learning environment. Students will continue to be allowed to have cellphones in school, however if they are brought in the building, it is expected that they will be locked in lockers and are not brought to the classroom. Otherwise keeping them locked in a vehicle in the parking lot during the day is a good idea. Cell phone usage will continue to be allowed before school begins, during lunches, during passing periods (as long as students are not tardy), and after school is dismissed for the day. Cell phones may not be possessed/used when classes are in session, and this includes in hallways and restrooms. Students found using/in possession of cell phones during learning time may have them confiscated and/or have assigned consequences. There is a dedicated student phone available in the office for students needing to contact parents for important/emergency reasons. Students are expected to follow the general school rules as noted in the handbook as well as specific instructor’s rules as communicated in each classroom.

(Tentative) Teacher & Administrative Actions Required for Student Offenses:

- **First Offense**= Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Teacher communicates with parents; Student may pick up phone from office at the end of the day.
- **Second Offense**= Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Administrator Contacts Parents; Administrator meets with Student; Student Assigned In-School Suspension; Parents required to pick up the phone from office.
- **Third Offense**= Progressive Discipline, Out of School Suspension, etc.

Change of Address/Telephone Number

Students or their parents/guardians should immediately report any change in a student's name, home address, mailing address, telephone number, or email address to the Guidance Office.

Fines/Fees

All basic instructional materials are provided to students for their use during the school year. However, fees are assessed for class dues, parking permits, and other items or activities.

Students are responsible for all class instructional fees, deposits, books, materials, supplies, equipment, and facilities assigned to them or provided for their use. Abuse or loss of these items will result in payment for the items lost or damaged, and possible disciplinary action.

Fire Alarms and Extinguisher

If a student witnesses a fire in the building, the student should report it to the nearest staff member or administrative office. A very serious violation of both school policy and State law occurs when false fire alarms are pulled or reported. The same also holds true when a fire extinguisher is misused or abused.

Fire, Lockdown, and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous blast from the fire alarms and flashing lights from the wall indicators.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lockdown drills in which the students are restricted to the interior of the school building will take place a minimum of two times each school year. The alarm signal for a school lockdown is different from the alarm signal for fires and tornadoes and consists of a continuous siren.

Illness

A student who becomes ill should report to an administrative office for attention and permission to leave the building, if necessary. If a student requires emergency care, every effort will be made to contact the student's parent/guardian.

COVID - ILLNESS (AS OF SEPTEMBER 2022)

Students should not go to school or any school activities or sports if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. They may return based on the guidance for their diagnosis (See "Managing Communicable Diseases in Schools") unless they are at risk for COVID-19 exposure.

Inclement Weather Emergencies

If it becomes necessary to cancel school or alter school hours due to a weather emergency, the information will be broadcast over the local radio and television stations as early as possible.

Lost and Found

The lost and found is located in the Principal's Office. It would be a good idea to also inform the custodial staff if you lose something during the day, so they may check the waste barrels while they are cleaning. All found articles are to be taken to the Principal's Office. The school does not accept responsibility for any items that are lost or stolen.

Medication

By law, school personnel cannot dispense any drugs, including aspirin, acetaminophen, ibuprofen, and other non-prescription drugs without a written order from a doctor, which includes

- the prescribed amount of medicine,
- medicine in the original container,
- written permission from a parent/guardian, and medicine given in the presence of two adults

WHEN MEDICATIONS ARE NECESSARY, THEY MUST BE KEPT LOCKED IN AN ADMINISTRATIVE OFFICE. Appropriate paperwork must be completed in the Principal's Office. If a parent desires to provide their child with an over-the-counter medicine without a doctor's order, they will need to be present to administer the medication.

Posters

All posters, flyers, and notices placed in the school must have administrative approval.

Search and Seizure (Board Policy 5771)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed on school property because school property is subject to search at **any time by** school officials. School authorities may conduct periodic general inspections of lockers and desks for any reason at **any time without student consent and without a search warrant.**

A student's person and/or personal effects (e.g., purse, book bag, athletic bag, and vehicles) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A student's refusal to permit searches and seizures as provided in this policy contributes to reasonable suspicion and will be considered grounds for disciplinary action. When a student refuses to consent to a search, school administrators may seek assistance from law enforcement officers and/or use reasonable force to restrain the student and conduct a proper search. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities.

Student Records

Federal law requires that school districts notify parents and guardians yearly of their right to review their student's educational records. Parents and guardians, wishing to initiate such a review, may be informed of proper procedures by contacting the appropriate building principal. Parents of special education students should notify the caseload provider.

Telephones

A designated "student telephone in the Principal's Office is available for student use **when class is not in session**. Students may use this phone to contact parents regarding illness, attendance-related matters, emergencies, and other reasons approved by the administration.

Use of Breath-Test Instruments

An administrator may arrange for, or administer a personal breathalyzer test (PBT) for blood-alcohol, whenever he or she has reasonable suspicion that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other staff member present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, disciplinary consequences will be administered and legal authorities will be contacted. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

VISITORS

Any visitors entering the building must first report to the Principals' Office.

Visitors Are not permitted unless they have been cleared through the assistant principal/principal and issued a visitor's pass. Visitor passes will be issued for specific purposes and limited durations (with a maximum of one day per guest and one guest per student). Students desiring to host a visitor should see their assistant principal/principal for written permission at least one week in advance. While in the building, visitors must be accompanied by an ERHS student at all times. The host student will assume responsibility for the guest. Visitors may not be allowed during the first two weeks of each trimester, during final exam weeks, or during other times that require no class distractions or interferences.

STUDENT ACTIVITIES

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests, or simply to have fun.

Students should have parental permission to participate in a school activity. **REGARDLESS OF AGE, STUDENTS ARE NOT ALLOWED TO TRANSPORT THEMSELVES TO AN ACTIVITY IN WHICH THEY PARTICIPATE WITHOUT ADMINISTRATIVE APPROVAL.**

CLUBS AND ORGANIZATIONS

All clubs have a membership open to all students who have an interest in the function of the club. Every activity or meeting must be under the direction of a staff member.

Clubs will be organized for the primary purpose of providing service to others. Students who have an interest in organizing a club must secure faculty sponsorship, administrative approval, and follow board guidelines. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal.

***Activities, clubs, and societies offered** according to interest on a yearly basis include: Art Club, Spanish Club, National Honor Society, (class activity), Student Government, Science Olympiad, Yearbook (class), and others. ***Drama and music offerings** include: Concert Choir (class), Concert Band (class), Jazz Band (class), Marching Band, and others.

*Activities, clubs, and societies are subject to change and may not be available every year.

CO-CURRICULAR CODE OF CONDUCT

Developing the physical, mental, emotional and social values of our students will help prepare them for their future endeavors. Elk Rapids Schools adheres to the philosophy that interscholastic athletics and other experiences, which happen outside of the classroom, are an essential and important part of the total educational program. The Co-Curricular Code of Conduct applies to all students who participate in athletics or any other co-curricular activity.

Participation in co-curricular activities is a privilege. Those who participate in co-curricular activities have a responsibility to favorably represent themselves, their families, as well as the school and community. Students participating in co-curricular activities are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate may be lost.

At the beginning of the school year or season, each organization shall submit a list of student members to the office.

Co-Curricular activities covered: Athletics, Robotics Competition, Student Senate, Class Councils, Musicals, Drama Performance, Madrigal, Pep-Band, MYIG, Debate, NHS, NAHS, Science Olympiad, World Quest, Junior Escorts, Chamber Choir, Odyssey of the Mind, SADD/SAFE ... and others to be determined.

Eligibility

First and foremost, **students must be passing all classes**. Evidence of this will be **checked each Monday afternoon**. Students who are not passing all classes with a D or higher, are considered ineligible and must abide by the following guidelines:

1st occurrence of ineligibility, in any given class, shall be a grace week.

- During grace week, the student shall be *permitted to and is expected to practice and participate as usual*.
- A grace week shall be offered only one time per class, per season/duration of activity.

Additional occurrences of ineligibility shall be handled based on the table below:

	Non-Consecutive Weeks	Consecutive Weeks
2nd Occurrence	<ul style="list-style-type: none"> · Student shall be <i>permitted and is expected</i> to practice as usual. · Students shall attend and sit with his/her team for contests but <u>not</u> be allowed to participate. 	<ul style="list-style-type: none"> · Student may not be allowed to attend or participate in practices or contests.
3rd Occurrence	<ul style="list-style-type: none"> · Student shall <u>not</u> be allowed to attend or participate in practices or contests. 	<ul style="list-style-type: none"> · Student may be removed from the team for the remainder of the season.
4th Occurrence	<ul style="list-style-type: none"> · Student shall be removed from the team for the remainder of the season. 	

In all instances related to academic ineligibility, *immediate attention* to academic improvement is expected from the student. In addition, close monitoring by coaches and parents is strongly encouraged.

Other Eligibility Details:

1. The **eligibility period shall** run weekly from **Monday to Sunday**.
2. Any consequences being served, for ineligibility, shall be in place for the current and the entire eligibility period.
3. This **policy applies to all students in grades 9–12**.
4. Students participating in co-curricular activities must be in attendance by the beginning of 3rd hour in order to participate in any practice session or contest scheduled that day. The only exceptions include pre-arranged absences, a *medical appointment*, or an emergency. Proof from a medical office must be provided to document an appointment. The principal or his/her designee shall make final determinations regarding these attendance exceptions.

5. Uniforms and/or equipment shall be turned in at the conclusion of each season. In addition, payment for any required replacements shall be the responsibility of the student and made in the high school office. These details shall be confirmed before the student shall be allowed to begin participating in the next sport/club.
6. Any student who is suspended either in or out of school or is expelled from school will also be suspended or expelled/removed from the Elk Rapids Co-Curricular Program (including practices) for the same period of time. In the event that the misconduct is also an athletic code violation, the student-athlete may be suspended from athletics for a longer period of time.
7. Questions regarding eligibility should be directed to the administration.

Special Consideration for High School Musical/Drama/Madrigal Participation

Due to the specific circumstances surrounding a student's role in the high school musical/Drama/Madrigal performance, the academic eligibility rules are slightly different:

- Once the performance dates are within 2 weeks students will remain eligible to participate regardless of their academic status. However, students who lose academic eligibility in the two week time period will NOT be eligible to participate in the next musical/drama/madrigal production.
- Students who violate other school rules such as use/possession of drugs and alcohol and school suspensions, are subject to the same loss of privilege standards.

This set of rules is designed to serve as a guideline and is subject to everyday common sense. The spirit of the rules is to create a safe, healthy and productive co-curricular environment in the Elk Rapids School System. It is realized that no single set of rules, in isolation, can cover every aspect of conduct. Therefore, any specific cases outside these rules will be considered and weighed on an equal and fair basis using these rules as a point of reference. When a student who is involved in co-curricular activities persistently demonstrates that he/she is unable or unwilling to conform to specific regulations, and/or impinges on the right of other individuals and/or interferes with the activities of others or the school, suspension from the team/club may result.

*Other organizations/groups by-laws can supersede the discipline listed above.

Athletic/Co-Curricular Violations:

1. Use and/or possession of tobacco products, alcohol, marijuana, paraphernalia, steroids, or other substances defined as a drug or a look-alike drug shall be handled using the following procedures:

First Offense:

- A. The Athlete/Participant will be suspended for 20% of the interscholastic dates of competition/performances for the activity in progress or the next activity he/she goes out for.

- B. During this suspension period, the student will meet with the high school counselor for substance abuse education. The counselor will evaluate the situation and recommend to the administration what may be required of the student.
- C. Also, during the suspension period, the student will be required to serve 20 hours of community service. Court ordered Community Service may be applied towards the school requirement.
 - The student will attend all practices and contests which occur during this time.
 - The student will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
 - The student will be able to participate in contests/performances when all of the above criteria have been met.

Second Offense:

- A. The Athlete/Participant will be suspended for 30% of the interscholastic dates of competition/performances for the activity in progress or the next activity he/she goes out for.
- B. During this suspension period, the student will meet with the high school counselor for substance abuse education. The counselor will evaluate the situation and recommend to the administration what may be required of the student.
- C. Also, during the suspension period, the student will be required to serve 30 hours of community service.
 - The student will attend all practices and contests which occur during this time.
 - The athlete will not be allowed to dress for competition/performances. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
 - The student will be able to participate in contests/performances when all of the above criteria have been met.

Third Offense:

- A. The Athlete/Participant will be suspended for 50% of the interscholastic dates of competition/performances for the activity in progress or the next activity he/she goes out for.
- B. During this suspension period, the student will meet with the high school counselor for substance abuse education. The counselor will evaluate the situation and recommend to the administration what may be required of the student.
- C. Also, during the suspension period, the student will be required to serve 40 hours of community service.

- The student will attend all practices and contests/performances which occur during this time.
- The student will not be allowed to dress for competition/performances. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- The student will be able to participate in contests/performances when all of the above criteria have been met.

Fourth Offense:

- A. The Athlete/Participant will be suspended for one (1) calendar year of interscholastic competition/performances. This will begin on the date of the infraction.
- B. During this suspension period, the student will meet with the high school counselor for substance abuse education. The counselor will evaluate the situation and recommend to the administration what may be required of the student.
- C. Also, during the suspension period, the student will be required to serve 60 hours of community service.
 - The student will attend all practices and contests/performances which occur during this time.
 - The student will not be allowed to dress for competition/performances. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
 - The student will be able to participate in contests/performances when all of the above criteria have been met.

Fifth Offense:

- A. The Athlete/Participant will be suspended from interscholastic athletics/performances for the remainder of their high school career.

STUDENT CODE OF CONDUCT

(Board Policy 5500.1, 5500.2, 5600)

The following examples of misconduct (in alphabetical order) could result in suspension, expulsion, referral to appropriate law enforcement agency, referral to the Board of Education, or payment of damages, depending upon the circumstances of the case. *These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.* This list is not exhaustive, and includes, but is not limited to:

1. **Academic Dishonesty/Forgery/Falsification of School Work, Identification:** Forgery of hall/bus passes and excuses as well as giving a false name or false I.D. are forms of lying and are not

acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. SUSPENSION AND/OR POTENTIAL EXPULSION, ETC.

2. Alcohol and Drugs/Illicit Substances: Using, possessing, being under the influence of, distributing, or selling alcoholic beverages, drugs, or any substance that produces abnormal behavior (other than the above mentioned items prescribed by competent professional authorities) is prohibited at any time on school property or during school functions. Using, possessing, or being under the influence of stimulants, inhalants (glue, solvents, etc.), steroids or other chemical agents, whether or not a prescription substance, used for causing a condition of intoxication, euphoria, exhilaration, or dulling of the senses or nervous system is prohibited.

Students are prohibited from attending any school functions while under the influence of alcohol or drugs. Students may not leave school during school hours for the purpose of either consuming or purchasing illicit substances.

Alcohol Look-Alikes: Malt beverages labeled as non-alcoholic may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Drug Look-Alikes: It is against the Board of Education policy for a student to possess, deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:

- A.** Represents to be a controlled substance.
- B.** Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
- C.** Represents through misleading advertising the look-alike drug.

The Michigan Public Health Code prohibits the manufacture, distribution, or possession of an "imitation controlled substance" and includes criminal penalties for violations. MCL 333.7341 The possession or sale of drug look-alikes on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Drug Paraphernalia: Various instruments and materials that are commonly known to be intended for the use of, or preparation of illicit substances. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

Alcohol/Drug Possession and/or Use - 1st Violation: PARENT CONFERENCE, FIVE-DAY SUSPENSION OUT OF SCHOOL. SUBSTANCE ABUSE SCREENING AND COMPLETION OF RECOMMENDED COURSE OR ACTION BY SCREENING AGENCY MAY BE REQUIRED. REFERRAL TO ATHLETIC DIRECTOR AND LEGAL AUTHORITIES.

Alcohol/Drug Possession and/or Use - 2nd Violations; Alcohol/Drug Sale or Delivery – 1st Violation: PARENT CONFERENCE, OUT-OF-SCHOOL SUSPENSION FOR NO FEWER THAN TEN DAYS. POSSIBLE REFERRAL TO BOARD OF EDUCATION FOR EXPULSION; REFERRAL TO LEGAL AUTHORITIES.

3. Arson: The willful and malicious burning, or attempt to burn, any building or part of any property of the school district. This will result in a **MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND BOARD OF EDUCATION.**

4. Assault (Physical):The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310). **SUSPENSION UP TO TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

5. Assault (Sexual): A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school sponsored event the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). **SUSPENSION OF UP TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

6. Assault (Verbal against a District Employee): Verbal assault is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of bodily harm or injury. **SUSPENSION OF UP TO TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

7. Automobile Misuse: Inappropriate use of a vehicle on school property; includes failure to register vehicle, parking infractions, speeding, and unsafe driving; students driving, riding in, or entering the parking lot or a vehicle during any part of the school day without administrative authorization. **Possible LOSS OF DRIVING TIME PRIVILEGES, SUSPENSION, PARENT CONFERENCE, TOWING, AND/OR REFERRAL TO LEGAL AUTHORITIES. SEE DRIVING AND PARKING.**

8. Bomb Threat/False Alarms/Fire Extinguisher Misuse: The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. **SUSPENSION UP TO TEN (10) DAYS. REFERRAL TO BOARD OF EDUCATION AND LEGAL AUTHORITIES.**

9. Computer/Technology Misuse: Infractions of ERHS Technology User Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs. The act of maliciously destroying another person’s file, account or electronic media. Students are prohibited from bypassing school security filters, utilizing other student login information and downloading non-school related material. **LOSS OF COMPUTER/INTERNET PRIVILEGES, DETENTION, SUSPENSION, POSSIBLE LOSS OF CREDIT/DENIAL TO TAKE ADVANCED COURSES, RESTITUTION AND/OR REFERRAL TO LEGAL AUTHORITIES. SEE TECHNOLOGY GUIDELINES.**

10. Dress Code Violations: Clothing that interferes with the health and safety of students or creates or potentially creates a disruptive influence on the educational process. **WARNING, CHANGE CLOTHES, DETENTION, AND/OR SUSPENSION. SEE DRESS AND APPEARANCE.**

11. Displays of Affection: Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school and/or other disciplinary consequences.

12. Disruptive/Disorderly Behavior: Acts detrimental to the educational process or safety of others. **PARENT CONFERENCE, DETENTION AND/OR SUSPENSION.**

13. Electronic Equipment/ Using Camera Cell Phones: The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” Cellular phones, or electronic devices are not to be on in class. Taking or transmitting images during testing is also prohibited. **CONFISCATION AND/OR PARENT CONFERENCE AND/OR SUSPENSION. SEE CELL PHONES.**

14. Fighting: Quarreling involving bodily contact with intent to do harm, including any extracurricular activity under school sponsorship. **SUSPENSION FROM SCHOOL, FOR UP TO (10) DAYS. SEE ASSAULT.**

15. Fireworks/Smoke Bombs/Explosives/Incendiary Devices/Irritants (such as mace or pepper spray): The act of possessing, selling, using or threatening to use a lighter, matches or any device or instrument capable of inflicting bodily injury. **SUSPENSION OF UP TO TEN DAYS. POSSIBLE REFERRAL TO LEGAL AUTHORITIES AND/OR BOARD OF EDUCATION. SEE WEAPONS.**

16. Food and/or Beverages in Non-designated Areas: Eating or carrying food and/or drinking or carrying beverages in unauthorized areas. **CONFISCATION AND/OR DETENTION AND/OR SUSPENSION. SEE CAFETERIA/FOOD AND BEVERAGE POLICIES.**

17. Insubordination/Persistent Disobedience: The act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and more stern action . **DETENTION, SUSPENSION, PARENT CONFERENCE, REFERRAL TO BOARD.**

18. Laser Pointers: Laser pointers are a safety hazard and possession of laser pointers is prohibited. **CONFISCATION AND/OR SUSPENSION.**

19. Lunchtime/Cafeteria Behavior: Inappropriate Cafeteria behavior may include throwing food or other objects, leaving garbage behind, and disregarding requests from lunch monitors/staff. Leaving campus without administrative approval is prohibited. **RESTITUTION, AND/OR SUSPENSION.**

20. Obscenity: The act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community. **DETENTION AND/OR SUSPENSION.**

21. Profanity, Vulgarity: Using abusive, profane, or vulgar words, gestures, pictures or sounds. **DETENTION AND/OR SUSPENSION.**

22. Sale of Personal Items: Students are not permitted to sell personal items on school grounds. **PARENT CONFERENCE AND/OR DISCIPLINARY ACTION.**

23. Smoking/Tobacco Products: The use or possession of tobacco or products represented as tobacco (look-a-likes) in any form on school property, school functions, or going to and from school and at school bus stops is prohibited to ALL STUDENTS. Even though it is not a violation of the Youth Tobacco

Act for an 18 year old to possess or use tobacco, it is a violation of the Board of Education's regulations relative to students. Accordingly, the penalties for violating these regulations apply to all students, including those 18 years of age. **1stViolation: PARENT CONFERENCE, TWO-DAY OUT-SCHOOL SUSP. , POSSIBLE REFERRAL TO LEGAL AUTHORITIES. 2ndViolation: FIVE-DAY OUT-OF-SCHOOL SUSP., POSSIBLE REFERRAL TO LEGAL AUTHORITIES. 3rdViolation: UP TO TEN-DAY OUT-OF-SCHOOL SUSP. AND/OR REFERRAL TO BOARD OF EDUCATION, REFERRAL TO LEGAL AUTHORITIES.**

24. Stealing: Taking money or personal or public property that belongs to another person(s) or the school. Obtaining property through unauthorized entry into lockers, desks, or other areas. **RESTITUTION, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION. POSSIBLE REFERRAL TO BOARD OF EDUCATION.**

25. Tampering with Food/Drink: Students may not Take/Hide/Replace or Add Foreign Substances to another student's food or drink. These actions are not permitted and can result in suspension from school. If severe enough, Law Enforcement may be contacted.

26. Trespassing or Loitering: Trespassing is being present someplace other than where you are authorized to be or refusing to leave when requested to do so. Loitering is when students are in the building or on school grounds without a valid pass and/or not in their regularly scheduled class. It also refers to students lingering in hallways and other areas of the school building. **DETENTION, SUSPENSION OR OTHER APPROPRIATE DISCIPLINE. POSSIBLE REFERRAL TO LEGAL AUTHORITIES.**

27. Truancy/Unexcused Absences: The act of being out of scheduled classes without permission; "skipping". **IN-SCHOOL SUSPENSION, POSSIBLE REFERRAL TO TRUANT OFFICER AND/OR OTHER DISCIPLINARY MEASURES.**

28. Vandalism: The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction. **RESTITUTION FOR MATERIALS AND LABOR AND/OR SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION AND/OR LEGAL AUTHORITIES.**

29. Weapons: The act of possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. **MINIMUM SUSPENSION THREE (3) TO TEN (10) DAYS. REFERRAL TO LEGAL AUTHORITIES, AND/OR REFERRAL TO THE BOARD OF EDUCATION FOR PERMANENT EXPULSION.** A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm including but not limited to, air guns and explosive devices."

The Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school busses and other school transportation

Weapons shall include, but are not limited to: firearms, pellet guns, knives, metal knuckles, straight razors, club type implements, explosives, noxious, irritating, or poisonous gases; and drugs or other items

fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to: padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

Possession of a weapon will subject a student to permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

ELASTIC CLAUSE

The above examples are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. Elk Rapids High School reserves the right to discipline students for infractions not specifically addressed in this handbook. This right is reserved in order to protect the general well being of the students and staff and to address a wide variety of circumstances.

DISCIPLINARY CONSEQUENCES

Detention: Teachers and/or administrators may assign after-school detention on one day's notice. Students have two days to serve the detention and students are to have school work to do during that time. Students may not talk, eat, or sleep during detention. Students must make their own arrangements for transportation when serving detention. Detention hours are to be completed after school (2:45- 3:50 PM) in the detention room. Students may also attend detention to complete study hours provided they do not have prior disciplinary obligations. Failure to attend/complete the first assigned detention may result in a one-day in-school, or out of school suspension.

Teacher Snap Suspension: A student may be suspended from a class, subject, or activity for up to one day by his/her teacher for certain conduct as defined in the Student Code of Conduct. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one-day removal. A student may return that school day to the classroom, subject or activity for which he/she was suspended, with the concurrence of the teacher and a school administrator. A student suspended by a teacher must immediately report to the Principal's Office and the suspending teacher will arrange a parent/teacher conference.

In-School Suspension: Administrators may assign students to in-school suspension for violations of the Student Code of Conduct. Students are expected to work on behavioral packets assigned by administration and schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep in in-school suspension. absences are not counted toward the attendance policy. Students receive credit for assignments completed. Students may not choose out-of-school suspension in place of in-school suspension.

Out-of-School Suspension: Administrators may assign students to out-of-school suspension for violations of the Student Code of Conduct. Suspended students may not be on school grounds or participate or attend any school-sponsored activity during the term of their suspension. Assignment requests will be processed through the Principals' Office.

Permanent Expulsion: The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

Due Process and Appeal Process (Board Policy 5611)

Appeals must adhere to the procedure described below.

Appeal Procedure: Suspensions may be appealed by parents in writing to the Principal within two school days of the parent's notification of the suspension. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with a parent if, in the Principal's opinion, this is appropriate.
3. The Principal will reach the decision and inform the parent within ten school days after the receipt of the written request.
4. The decision of the Principal may be appealed in writing to the Superintendent within two school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parent in writing within ten school days after the receipt of the written request.
5. The Superintendent's decision shall be considered final. The parent may appeal to the Board only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board president within two school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten school days of receipt of the written request.

Due Process Rights: The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term (10 days or less) suspension:

A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term (more than 10 days) suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent, in the case of a long-term suspension of forty-five (45) days or less, or the Board in other long-term suspension or expulsion cases, to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly.

**Common Classroom Expectations
For Students At
Elk Rapids High School**

In order to ensure success as learners, all students are expected to:

- 1. Show respect toward themselves and others.**
- 2. Be active listeners and respectful when others are speaking.**
- 3. Advocate for themselves by asking questions and seeking help when needed.**
- 4. Do their work with honesty and integrity.**
- 5. Be prepared for class: have appropriate materials and completed homework.**
- 6. Arrive on time and make good use of class time.**
- 7. Honor classroom work areas and materials by keeping them clean and organized.**

**Elk Rapids High School
Saturday School Information & Student
Expectations**

Saturday School will be held in the ERHS Media Center from 8:00-11:00am on Scheduled Dates.

Two support staff, paraprofessionals, will be present at each session and will be focused on assisting students with academic needs. Saturday School attendees will be completing current and missing assignments, make up work as allowed by individual staff, and serving hours to make up a student's 10th absence. Students receiving their sixth tardy in first hour and their fourth tardy in any other class will be required to attend a Saturday School session. Saturday School may potentially accommodate students referred for disciplinary reasons.

Each session will be housed in the ERHS Cafeteria and students will NOT have access to lockers, halls or classrooms. In an effort to maximize work time and minimize impact on custodial and supervisory staff, students are expected to come prepared to work and be productive.

Students are expected to bring school work, something to read, and all appropriate materials with them. The support team will provide basic materials necessary for students including calculators, classroom copies of textbooks, pencils and paper. Students will be provided reading materials if they do not bring work/materials.

Guiding the Saturday School expectations for Students will be the "*Common Classroom Expectations - For Students at Elk Rapids High School*". Students will review the guidelines prior to their assigned date and discipline matters will result in dismissal from the session and referral to administration for potential consequences. The *Common Classroom Expectations* Have been posted in every classroom at ERHS.

IMPORTANT POINTS:

- Each Saturday School session will begin at **8:00am SHARP!**
- Students will NOT be admitted after 8:00am. Arriving at 5 minutes early is strongly advised.
- Those students that are tardy will be assigned an alternative session.
- Each session will end at 11:00am.
- Students serving "make-up" hours may be dismissed early when required hours have been met.
- The restrooms adjacent to the cafeteria will be accessible.
- Students will be placed at separate tables in the cafeteria and will not be allowed to socialize.
- Students will be expected to clean off their workspace at the close of their time/the session.
- Water, Tea, & Coffee WILL be permitted if brought by students. No soda or sugary drinks allowed.
- Milk, fruit, and granola bars will be provided free of charge to students if desired.
- ALL electronics will be collected upon arrival, including phones, music players, iPads, and laptops.
- Electronics may be used by students for academic purposes at the staff's discretion.
- NO SLEEPING will be permitted. Sleeping will result in dismissal.

ATHLETICS

All students participating in athletics will abide by the Michigan High School Athletic Association (MHSAA) and League rules and regulations as well as the Elk Rapids High School Athletic Code of Conduct. Athletic schedules may be available throughout the year on our web page (www.erschools.com). All students participating in the athletic program are required to have a physical examination and medical insurance waivers. Listed below are the ERHS varsity sports according to season.

FALL

Soccer (boys)
Golf (girls)
Volleyball (girls)
Football
Tennis (boys)
Cross Country (boys and girls)
Cheerleading
Equestrian

WINTER

Basketball (boys)
Basketball (girls)
Wrestling
Ski (boys and girls)
Dance Squad
Bowling (boys and girls)
Competitive Cheer
Ice Hockey

SPRING

Baseball
Softball
Track & Field
Golf (boys)
Soccer (girls)
Tennis (girls)

ELK RAPIDS HIGH SCHOOL ATHLETIC CODE

Participation on an athletic team is a privilege and the participants must earn the right to represent Elk Rapids High School by conducting themselves in such a way that the image of the school would not be tarnished in any matter. Any participant whose conduct is judged to reflect discredit upon himself/herself, the team, or the Elk Rapids Public Schools, whether or not such activity takes place during or outside school hours and sessions of the sport season, will be subject to disciplinary action as determined by the coach, the athletic director, and/or the school administration.

The school system recognizes that the use of mood altering chemicals is a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use and abuse of alcohol and other drugs likewise affects the development of skills related to participation in extracurricular activities.

During the school year, during the season of practice or play, and during the summer, an athlete shall not use or possess tobacco products, alcohol, marijuana, paraphernalia, steroids or other substances defined as a drug or a look-alike drug. It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the athlete's own use by the athlete's doctor. The term *athlete shall* apply to all High School students, including incoming 9th graders.

A. Adherence to the MHSAA Constitution and Rules

The student will abide by all the rules and regulations of the Michigan High School Athletic Association Constitution and Rules Handbook. Copies of the handbook are available in the athletic director's office. Coaches of each sport are responsible for interpreting, explaining, and ensuring that these rules and regulations are upheld. A summary of the MHSAA eligibility rules for the senior high and junior high students are listed below.

B. Eligibility

State Requirements

1. A student must have passed 4 academic classes the previous semester.
2. A student must be under the age of nineteen (19) prior to September 1st.

3. A student must have passed a physical exam for the present year.
4. All other rules of the MHSAA will be followed.

Elk Rapids High School Requirements

1. A student must have earned a grade of at least a "D" in all school subjects in which they are enrolled.
2. A student must have received credit towards graduation for the classes they were enrolled in during the previous semester.
3. The athletic office will issue to teachers, once each week, an eligibility sheet. A student receiving less than a "D" in any class will receive a warning. A student is allowed just one warning per class, per trimester. If they do not get at least a "D" at the next grade check, they will be ineligible for the week. A week runs Monday through Sunday. Ineligible students will continue to practice, but will not be allowed to dress or participate in any contests or activities.
4. Students who receive a grade lower than a "D" for the semester will be ineligible as follows:
 - a. One week of competition if involved in an activity at that time.
 - b. One week of competition for the next activity, in the next semester.
5. Any student who receives three ineligibilities may be removed from the team for the remainder of the season.

Forms and Releases

Before the beginning of the fall, winter, and spring seasons, the athlete and parent/guardian may attend a meeting with the coach and/or school administration to discuss the athletic code, team expectations, and to answer athlete and parent questions. In addition, before a student may participate in any athletic activity (including conditioning and practices), the student must provide the following information to the athletic director's office:

- A. A properly completed physical examination form dated on or after April 15 of the previous school year with the athlete, parent/guardian, and physician/physician's assistant/nurse practitioner's signatures.
- B. Insurance release information with parent/guardian signature and date.
- C. A copy of the Emergency Medical Notification and History form.

Squad Selection

Philosophy

Elk Rapids Athletic Department and its programs are an extension of the learning process. We are striving to provide a program of which the student body and community can be proud. Throughout the program, the quest is to allow the student/athlete to be the best possible person, and team member that he/she can be.

Varsity– In following the mission, the varsity team should be comprised of athletes who are the most developed in their skill level, mentally and physically, and best fulfill the needs of the team. There should be continued development in the team concept and character with an emphasis on sportsmanship, and winning.

Junior Varsity– As a sub-varsity program, its concentration should be on preparation for the varsity level. There is the development of skills, character, team, and the winning concept. All members of the team will get playing time.

Freshmen– This is an interscholastic program. The development at this level is competitive skills, physical skills, team development, discipline and a stepping stone to the next level. All players will receive similar playing time.

Middle School– The middle program is designed to offer a variety of interscholastic experiences. Fundamentals of sports are emphasized: the teaching of commitment to the team and the sport,

the building of character, and respect toward coaches and officials. Each eligible student on the team will receive similar playing time.

AN ATHLETIC CODE FOR ATHLETES

THE CONTEST DEMANDS:

1. Fair play at all times.
2. A square deal to opponents by players and spectators.
3. Playing for the joy of playing and for the success of the team.
4. Playing hard to the end.
5. Keeping one's head and PLAYING the game not TALKING it.
6. Respect for officials and expectation that they will enforce the rules.
7. That an athlete should not quit, bet, or "grandstand".

THE SCHOOL DEMANDS:

1. Out-of-school and out-of town conduct of the highest type.
2. Faithful completion of school work as practical evidence of loyalty to the school and team.
3. Complete observance of training rules as duty to school, team, and self.

SPORTSMANSHIP DEMANDS:

1. Treatment of visiting team and officials as guests and the extension of every courtesy to them.
2. Giving opponents full credit when they win and learning to correct one's own faults through failures.
3. Modesty and consideration when one's team wins.
4. An athlete will not "crow" when the team wins or blame the officials when it loses.

Quitting a Team

Once an athlete has decided upon a sport to try, and after 10 consecutive days, the athlete may not quit, and change to another sport without permission from the coach for the sport the athlete is dropping and the permission of the coach for the sport the athlete is adding. If a student is cut from a team for reasons other than discipline, the student may immediately tryout for another team.

Attendance

A student must be in attendance by the beginning of the third period in order to participate in practice or competition that day.

Exception: Prior clearance was granted from the athletic director or designee.

If students miss class due to an athletic activity, the student-athletes are required to pick up assignments ahead of time and coordinate any missed materials from their appropriate teachers.

Care of School Equipment

Each athlete and parent will assume the responsibility for caring for all equipment and supplies issued to the athlete by the coach or the coach's representative(s) and for returning all such supplies and equipment to the coach or other designated personnel at the conclusion of each season. Parents and athlete will be charged the replacement value for any lost or damaged equipment.

The uniform issued by the school is to be used for athletic contests scheduled by the school district. No part of the uniform should be used as a personal garment. Selected items, as designated by the coach, may be worn on game days for spirit purposes. Athletes who wear the uniform inappropriately may be suspended from the next athletic contest scheduled after the infraction.

Transportation to Athletic Contests

School-approved and scheduled transportation may be used to away events and some practices for specific teams. The student is expected to ride to the contest and return from the contest in the school-approved transportation. Any change from this policy must be cleared with the athletic director or coach, prior to the contest, unless it is an emergency.

Medical Release to Resume Participation

If an athlete is seriously injured, the athlete must have a doctor's release before the athlete can practice or compete in athletic contests.

Letters and Awards

The individual coach will determine any and all criteria for the winning of an athletic award by a student athlete. Violations of the training regulations may result in the revoking of any awards for which the athlete might otherwise be eligible. Athletes are not considered to have completed their season until the athlete's team has been eliminated from tournament play or the award ceremonies have been completed, whichever occurs last.

Dress Code

We expect our athletes to dress appropriately and to project a favorable image of our school. Coaches may set specific dress code standards for their respective teams.

Inclement Weather Policy

At the high school level, in the event of school being called for hazardous weather (i.e. snow day, ice storm), practices and contests will also be cancelled. The only variance to this would be if an MHSAA tournament game was scheduled, and could not be made up on another night.

Athletic Banquets

All coaches are encouraged to hold some type of awards recognition gathering with their teams. The type of gathering and location is the responsibility of the coach. The Athletic department recommends holding it at the high school, and offering only desserts. There should be no cost to the athlete and their family. The athletic director's office will assist in any reasonable manner requested.

Suspensions

- A. The coach of the sport, the athletic director, or school administrator may make temporary suspensions. Parents and coaches are expected to report knowledge of conduct "unbecoming an athlete" to the athletic director or other school administrators. The athletic director and/or administrator will confer with the coach before action is taken. Causes for temporary suspensions may include, but are not limited to the following:
 1. Grades
 2. Personal misconduct
 3. Unexcused absences from meetings and practices
 4. Violation(s) of athletic policies
 5. Unsportsmanlike conduct
 6. Civil infractions
- B. Temporary suspensions may also be invoked during that period of investigation in which an athlete may be removed from a team. An athlete suspended under this section shall be allowed the rights of due process as established by the Elk Rapids School District.
- C. Coaches or school officials may impose more severe penalties at their discretion. Coaches of each sport will also establish additional training regulations and rules of conduct, and clearly communicate these rules and regulations to the athletes at the beginning of the season.

D. Suspensions must be appealed in writing to either the principal or the athletic director within two (2) school days of the parents' receipt of the written suspension notice. Students will remain suspended.

The written appeal must contain the reason(s) that the suspension is being appealed.

1. Students shall not participate until the appeal process is completed.
2. Upon review, the principal/athletic director may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with parents if, in the principal's/athletic director's opinion, this is appropriate.
3. The principal/athletic director will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
4. The decision of the principal/athletic director will be final if the suspension is less than 20% of the athletic season. If the suspension is 20% or more of the athletic season, the decision of the principal/athletic director may be appealed in writing to the superintendent within two (2) school days of the parents' notification of the decision. The superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
5. The superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (policy 5611) by the superintendent. In such cases, the appeal will be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

Athletic Code Violations

Use and/or possession of tobacco products, alcohol, marijuana, paraphernalia, steroids, or other substances defined as a drug or a look-alike drug shall be handled using the following procedures:

First Offense:

- A. The Athlete will be suspended for 20% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- B. During this suspension period, the athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- C. Also, during the suspension period, the athlete will be required to serve 20 hours of community service. The community service will be prescribed by the athletic director.

The athlete will attend all practices and contests which occur during this time.

The athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in. The athlete will be able to participate in contests when all of the above criteria have been met.

Second Offense:

- A. The Athlete will be suspended for 30% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- B. During this suspension period, the athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the

extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...

C. Also, during the suspension period, the athlete will be required to serve 30 hours of community service. The community service will be prescribed by the athletic director.

The athlete will attend all practices and contests which occur during this time.

The athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in. The athlete will be able to participate in contests when all of the above criteria have been met.

Third Offense:

A. The Athlete will be suspended for 50% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.

B. During this suspension period, the athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...

C. Also, during the suspension period, the athlete will be required to serve 40 hours of community service. The community service will be prescribed by the athletic director.

The athlete will attend all practices and contests which occur during this time.

The athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in. The athlete will be able to participate in contests when all of the above criteria have been met.

Fourth Offense:

A. The Athlete will be suspended for one (1) calendar year of interscholastic competition. This will begin on the date of the infraction.

B. During this suspension period, the athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...

C. Also, during the suspension period, the athlete will be required to serve 60 hours of community service. The community service will be prescribed by the athletic director.

The athlete will attend all practices and contests which occur during this time.

The athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in. The athlete will be able to participate in contests when all of the above criteria have been met.

Fifth Offense:

A. The Athlete will be suspended from interscholastic athletics for the remainder of their high school career.

*Note: If a student violates the athletic code, they may not join a sport, which is already in season, to serve their suspension. A student may join a sport on the first day of practice, and must complete the season to fulfill any violation requirements.

Also, Elk Rapids High School believes in honesty and integrity amongst our athletes. If an athlete is willing to come forward and confess to any wrong-doing, which they did not receive a citation for; the athlete may be given relief from a full suspension. The administration may lessen the penalty by up to 50%.

NOTE: If the violation occurs on school grounds or at a school function, consequences outlined in the Student Code of Conduct also apply.

Implementing the Athletic Rules

- A. The first step in implementing this code will be that the person with information regarding a violation or possible violation will notify the athletic director of the nature of the behavior.
- B. The athletic director will implement the athletic code.
- C. The athletic director will confer with the coach as to the nature of the offense and inform the coach of any previous violations that will impact the consequences of the violations. A written record of all violations and disciplinary actions shall be kept in the athletic director's office.

Parent – Coach Communications

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the students. As parents, when your son/daughter becomes involved in a school's programs, you have the right to understand what expectations are placed on your child. This begins with clear communications to the coach of your son/daughter's program. If you have a concern to address, the following is the procedure you are expected to follow:

- (1) Call the coach and set up an appointment
- (2) Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent and the coach. Meetings of this nature do not promote resolution.
- (3) If the meeting with the coach did not provide satisfactory resolution call and set an appointment with the athletic director.
- (4) If the meeting with the athletic director did not provide resolution set an appointment with the high school principal. At this meeting the appropriate next step can be taken.

This student handbook has been prepared to guide you through your high school experience. We want both students and parents to understand the policies and procedures that are in effect at Elk Rapids High School. By attending classes, the student and parent/guardian is aware of the handbook and is knowledgeable that it is available on the school website, at www.erschools.com and are responsible for understanding the contents. Please review carefully with your child and keep it handy for ready reference throughout the school year. At Elk Rapids High School, we believe strongly in the combined involvement of parents and students working together with the school.

