

Olivet High School

STUDENT HANDBOOK 2009-2010

Foreword

The purpose of education is to help each student become a responsible citizen. This handbook has been prepared to inform interested persons of our expectations and assist students in accepting their responsibilities as citizens. The policies and guidelines it contains have been developed to help students make good choices and develop good habits. All Board of Education policies are subject to change. The rules of this handbook are largely grounded on the concept of: **R E S P E C T**

1. Respect yourself
2. Respect your peers and their right to an education.
3. Respect all adults in this school
4. Respect this outstanding facility.

We expect students to take their education seriously. This is demonstrated by carefully completing homework, coming prepared to class, positively contributing in class, seeking assistance when needed, demonstrating respect for others' right to an education, and being a positive influence on Olivet High School.

Olivet High School Mission Statement

"TO CREATE A POSITIVE, PROUD, COMFORTABLE PLACE WHERE STUDENTS CHOOSE TO DEVELOP THE KNOWLEDGE AND SKILLS NEEDED TO SUCCEED BOTH IN SCHOOL AND THROUGHOUT LIFE".

2009-2010 School Improvement Goals

1. Identify essential curricular content, make certain it is sequenced appropriately and taught effectively in the available instructional times. Assessments will be aligned to curricular content and be used to guide instructional decisions and monitor student learning.
2. School leaders will create a school environment where everyone contributes to a cumulative, purposeful and positive effect on student learning.
3. Our staff will be highly qualified and continually acquire and use skills, knowledge, attitudes and beliefs necessary to create a culture with high levels of learning for all.
4. Our staff will maintain purposeful, active, positive relationships with families of its students and with the community to support student learning.
5. Establish a system for managing data and information in order to make informed decisions to improve student achievement.

Table of Contents

Academics: Procedures and Expectations	5-11
Administration of Medication	11
Illness and Accidents	11
Student Pictures	11
Parent/Teacher Conferences.....	11
Driver's Education	12
Co-Curricular Code of Conduct	14-19
Eligibility Requirements	17-18
Attendance Policy	20-24
Student Assistance Policy	25
Student Behavior	26-40

General Procedures	26
Behavior Code	27-34
The 18 Year Old Student	34
Suspension	35
Saturday School	35
Detention.....	35
Expulsion/Long Term Suspension	33
Interrogation of Students by Law Enforcement Officers	35-36
School Lockers.....	37
Appeals Procedure	37
Point System for Chronic Offenders	38
Probationary Contract	38
Internet Access Agreement/Use of Computers	38-39
Security Cameras	40
High School Evacuation Procedures	41
Student Activities and Services	42-45
Equal Opportunity.....	44
Family Educational Rights and Privacy	44
Title IX.....	44
Nondiscrimination.....	45
Transportation Handbook	46-51
Community Information	52

Academics: Procedures and Expectations

Courses and Credits:

It is the responsibility of each student to confer with the counseling department for the planning of the yearly program. Students who are deficient in credits should see the counselor to review options for making up the lost credit. Although periodic credit checks are made by both the administrative and counseling office and written notice of these are given prior to registering for the next school year, it shall be the student's and parent's responsibility to keep themselves informed of the student's credit status regarding graduation.

Graduation Requirements

In order to graduate, each student must complete a State of Michigan approved assessment (MME, MI ACCESS). The graduation requirements for a student to be conferred with a diploma are as follows:

Class of 2010

Language Arts*: 5 credits**

Literature and Composition I or English I
 Literature and Composition II or English II
 American Literature or English III
 Electives (2)

MATHEMATICS: 4 credits**

SOCIAL STUDIES: 4 credits*

U.S. History
 World Studies
 Economics
 Government

SCIENCE: 4 credits*

Physical Science
 Biology I
 Electives (2)

PHYSICAL EDUCATION/HEALTH: 1 credit

FINE/PRACTICAL ARTS: 2 credits:

Basic Computer Applications
 Elective

ELECTIVES: 8 credits

TOTAL: 28 credits

*Students must earn 4 credits of Language Arts in writing based classes.

**Students who attend the CACC for two years will need 4 credits in Language Arts and 3 credits in Math, Science and Social Studies with a

total of 28 credits for graduation.

^Students must complete 20 hours of community service to graduate from Olivet High School.

^^Students must complete the Michigan Merit Exam to graduate from Olivet High School.

Classes of 2011, 2012 and 2013

Language Arts: 5 credits*

Students must earn 4 credits of English in writing based classes

MATHEMATICS: 4 credits****

SOCIAL STUDIES: 4 credits*

U.S. History

World Studies

Economics

Civics

SCIENCE: 4 credits

Chem/Biological Science

Physical Science

Biology I

Chemistry or Physics

PHYSICAL EDUCATION/HEALTH: 1 credit

Physical Education (1/2)

Health (1/2)

Visual, Performing, & Applied Arts: 1 credits:

Basic Computer Applications/Online Experience: 1 credit

ELECTIVES: 8 credits

TOTAL: 28 credits

*Students who attend the CACC for two years will need 4 credits in Language Arts and 3 credits in Math, Science and Social Studies with a total of 28 credits for graduation.

****Students must complete Algebra II or its equivalent and earn one math credit during their senior year.

^Students must complete 20 hours of community service to graduate from Olivet High School.

^^Students must complete the Michigan Merit Exam to graduate from Olivet High School.

Credits for Transfer Students

Students who transfer in often come from schools in which 8 credits cannot be earned in a year. The following chart will be used to determine the graduation requirements of students entering Olivet High School from schools that do not offer 8 credits each year.

<u># of credits a student could earn in high school career</u>	<u>credits needed for OHS diploma</u>
32	28
31	28
30	27
29	26
28	25
27	24
26	23
25	22

The Master Schedule

Our Modified Four Block schedule is a different way of scheduling students in the classes they need. It is a schedule that better fits how students learn. Classes will be longer which will allow teachers to use teaching techniques that will get students more involved in their learning. Students will have either four or five classes each semester. They will have five classes if they are in the full-year 45-minute classes or just four classes if they are not. The student will then take four new classes the second semester. It is important for students to have more time to concentrate on fewer classes.

During this first block, approximately 8 classes will be taught in a yearlong format of 45-minute classes because daily yearlong exposure to students is critical for some classes, such as Choir, Band, and Study Skills. Approximately 8 classes will be taught in the block format and those students will have a different class at the semester change.

The Modified Four Block provides the time needed for teachers to use several types of teaching techniques. The 32-credit plan allows us to require 3 credits of English, Math, Science, and Social Studies in students first five/six semesters. Students take the MME Test during their 6th semester. This plan also allows students to accelerate their academic programs, which would lead to the expansion of our curriculum for advanced students and provide more opportunities for Dual Enrollment and MVHS classes. CACC/CO-OP opportunities would open up for interested students. If you have any questions regarding the schedule, please contact the principal.

Credit Transfer Policy

In order to preserve the academic integrity and worth of an Olivet High School diploma, certain policies and practices have been developed by our Board of Education and Administration. They are established to maintain high academic expectations and establish and maintain clear standards for academic achievement. The following policies have been developed in order to uphold

the value of our high school diploma.

Credit transfers for student while in attendance at Olivet High School.

A maximum of (3) earned credits will be accepted toward an Olivet High School diploma from a summer school program, night school, correspondence school, adult education program, and/or a home school academy (such as Faith Academy), while the student is in attendance at Olivet High School. In order to receive OHS credit for these courses, a student must first receive authorization from the Guidance Counselor and/or Principal before taking these courses. The Principal reserves the right to evaluate the course descriptions and curriculum and deny credit from any course that is deemed inadequate. In addition, a student may need to show how the grade earned was a valid measurement of knowledge and skill.

Credit transfers for students who were not in attendance at Olivet High School.

All courses not taken at Olivet High School will be given a grade of Credit or No Credit (C/NC) and school transcripts will denote both the name of transferring school and the C/NC grades and credits assigned. The student's C/NC grade will be based on the transferring school's assessment of the student's mastery of the course's subject matter. Letter grades will only be recorded on school transcripts which are received from those transferring schools on an approved list from the Michigan Department of Education or accredited by the North Central Association, a state accredited by the North Central Association, a state accreditation program, or an equivalent accreditation organization. Regardless of the transferring school's accreditation status, a record of all incoming grades and credits will be maintained in the student's CA-60. A student seeking credit from schools, which are not on an approved list from the Department of Education or accredited by the North Central Association, a state accreditation program or an equivalent accreditation organization will be evaluated to determine credit status. The evaluation shall be conducted by the principal and pertinent teachers and shall consist of an assessment of the student's skills and demonstrated in the student's workbooks, portfolio, achievement tests, and/or successful performance (80%) on final exams in courses in which credit is being sought. Lesson plans, grade books, curriculum, and workbooks may be reviewed when determining credit transfers.

Scholarship Eligibility

In order to preserve the academic standards for determining certain scholarships, a student must be in attendance at Olivet High School for a minimum of four semesters to be eligible for certain scholarships that are based solely on a student's grade point average.

8th Grade Students Receiving High School Credit

When an eighth grade student demonstrates outstanding knowledge and skill, they may be eligible to take high school courses for high school credit. If the parent of an eighth grader desires their son/daughter to take a high school course for credit, a committee will be formed. The committee will be comprised of the parent, student, middle school principal and teacher, and high school principal, counselor and teacher. The committee will review the student's academic abilities using objective criteria, and should reach consensus on the issue. However, the high school principal reserves the right to place or not place the student in the course. This opportunity for eighth grade students will be limited.

High School MME and MEAP Test

In an effort to raise the academic performance of students in the state of Michigan, the legislature has developed a comprehensive testing program. In the fall, the Social Studies MEAP test is administered to all 9th grade students.

The MME tests will be administered in March of a student's junior year. Students who do not attain a Level 1 or 2 on the test are allowed to retake the test, in its entirety, two times during their senior year, with the state paying for the ACT portion of the retake only in October. All students, by law, are required to complete the MME to graduate from high school. Student's test scores will be indicated on their transcript so that colleges and future employers can have easy access to a student's academic status. The curriculum of the Olivet Community Schools is being aligned with the State's Core Curriculum to provide each student the opportunity to master basic academic skills. The High School MME Test is based on the State's Core Curriculum.

Class Participation/Placement

Students will remain in their cohort group, the class in which they begin 9th grade, throughout their high school career. In order for a student to represent their class for a school function, such as homecoming, class leadership, and student council, etc., that student must have earned enough credits to be considered in good standing and a 2.0 minimum GPA or minimum GPA as determined by individual student organizations. Determination for credits will be made according to the following standards:

Freshmen ----- 0-5 credits (3 at semester change)

Sophomore ----- 6 credits or more (8 at semester change)

Junior ----- 12 credits or more (16 at semester change)

Senior ----- 20 credits or more (24 at semester change)

If a student fails to complete high school with their cohort group and returns for a 5th year, they will be ineligible to participate in school functions such as homecoming, class leadership, student council, etc.

Students Opportunity for Success

The goal at the high school is for all students to pass all of their classes. But, knowing that there are situations that occur in which a student fails a class, we have established a process to help them get back on track. The following interventions will be utilized when a student's grade falls below a 60%

1. The teacher notifies the student and parent of a failing grade on Fridays. The student will have until the following Monday to turn in any missing assignments or make-up missing quizzes, tests, etc. The teacher will notify the parent with the status of the grade on Monday and discuss future actions. If turning in the assignments, or completing the makeup quizzes, tests, etc. has not raised the grade to 60%, the student will be assigned two after school study halls that week. During study hall the student will receive help with their failing class. If the grade has not improved by Friday of that week, the process will be repeated for another week. The academic referral process will commence at the conclusion of the 2nd week if the student is still failing.
2. If the student's grade has not improved in the above 2 week time period, an academic referral form will be turned into the assistant principal. A Saturday school will be assigned at this point, by the assistant principal.
3. Students will be assigned up to 2 Saturday Schools if the grade has not reached 60%.
4. If a student has not reached 60% in this 4 week time period, a staffing would be held. The staffing would include, student, parent, teacher/teachers, counselor and the principal/assistant principal. This staffing would determine the direction needed to make that student successful, to include any or all of the following:
 - *limited participation in extra curricular events, including dances and athletic events
 - *additional Saturday Schools, study halls
 - *teacher mentor
 - *student mentor
 - *assignment sheets
 - *any other steps agreed upon by parent and administration

Community Service

1. In order to promote responsible citizenship and a greater appreciation of our community, all Olivet High School students are required to complete 20 hours of community service by April 1st of their senior year. If not successfully completed at that time, he/she will be required to complete an additional five hours (total 25) by the second week of *May in order to graduate*
2. Credit for community service may be accrued beginning after the successful completion of the 8th grade.
3. Community Service hours accrued for other organizations, I.e., National Honor Society, Student Government, Boy/Girl Scouts, etc., will be honored as hours need to successfully fulfill Olivet High School graduation requirements as long as any and all hours are worked free of monetary gain.
4. Hours worked for community service credit must be submitted using the appropriate forms from Olivet High School with the signature of the responsible adult for whom the work was performed (the signature of the person benefiting from the service or the parent's signature to validate the work was performed). Students are responsible for their hours being submitted to the current program coordinator in a timely manner.
5. Community Service will be reflected on each student's report card and reflect the cumulative number of hour the student has completed.

Graduation Exercises

Graduation exercises shall be held each spring for the graduating class of Olivet High School. Students who have completed all requirements may participate in graduation exercises. Under no circumstances shall students be allowed to walk through graduation exercises without the successful completion of all graduation requirements. Seniors lacking credits for graduation may make up classes in summer school or attend high school or adult education the following year. A student successfully completing requirements after graduation of his/her class may be presented a diploma at a regular meeting of the Board of Education or participate in the annual graduation exercise with the next senior class.

Students who achieve high honors (3.5 or above) for seven semesters shall be recognized at graduation with appropriate honor cords. Two high honor students shall be chosen as commencement speakers, one by the high honor students, and one by the total class.

Class Rankings

Class Rankings will be computed for the senior class for distribution to colleges and for publication of honor students. Seniors who have a cumulative seven semester grade point average of 3.5 or higher shall be recognized with honor cords at graduation.

High Honors - Students with a GPA of 3.5 or higher

Honors - Students with a GPA of 3.0 to 3.49

Grade point average (GPA) shall be computed for seven semesters. A valedictorian and salutatorian shall not be designated.

Grade Point Average (GPA) and Ranking

Students are marked on a standard not a curve according to the following scale unless teacher has Principal's permission to

deviate. Class rankings and grade point averages are determined at the end of each semester. All courses taken for which letter grades are granted are counted for the purpose of ranking and grade point averaging. GPA's are determined by dividing the total honor points by the number of credits attempted and will be carried to 3 decimal places.

Honor Points

Honor Points will be awarded on the following basis:

Grade.....	Honor Points	Grade.....	Honor Points
A.....	4.00	C.....	2.00
A-.....	3.67	C-.....	1.67
B+.....	3.33	D+.....	1.33
B.....	3.00	D.....	1.00
B-.....	2.67	D-.....	0.67
C+.....	2.33	E.....	0.00

The honor roll is determined as follows:

Honor Roll - 3.00 - 3.49

High Honors - 3.5 - 4.0

Academic Awards Banquet

Our academic awards banquet is held in the spring and recognizes our many students who are excelling academically. In order to qualify for an academic award, students must have maintained a 3.5 combined grade point for the 2nd semester of the previous academic year and the first semester of the current academic year. Students will receive a gold pin for a grade point of 3.75 to 4.0 and a silver pin for 3.5 to 3.74. First year honorees will receive an academic letter.

National Honor Society - Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to continue to demonstrate the qualities of membership, service and character. Eligibility is open to students in the tenth, eleventh and twelfth grades. A student must have a 3.5 GPA to be eligible for membership and current members must maintain a 3.4 GPA. You must meet the Charter criteria to be eligible for membership.

Counseling Service

The Counseling Department is a significant part of a student high school experience. Your counselor is very interested in you as a person and as a student. He/she can provide you with information regarding your strengths and weaknesses, and educational and vocational planning, and with personal counseling. Your effort to become well acquainted with your counselor is vital to the success of this relationship. You can make an appointment with your counselor in the office. Passes from class will be issued by the counselor.

Report Cards

Report Cards will be distributed at the end of each semester. Parents should read the card carefully and save them for future reference. The semester grade is the most important grade since that is the only grade that appears on student's transcript. The semester grade is a combination of the students work throughout the semester (usually 80% of the semester grade) and the final exam grade (usually 20% of the semester grade).

Progress Reports are sent home to parents about every 4-5 weeks during each semester. Since Olivet High School is on a total point system of grading, the grade on the progress report indicates how the student is doing up to the date on the progress report. If progress reports are not issued to your student, please contact the office.

Incomplete on Report Card

Students receiving an incomplete grade on their report card have an appropriate amount of time in which to complete all work according to handbook guidelines. A student who earns an incomplete and does not make up the work within the designated time will be given a "0" on the work and will be graded accordingly. Extensions of this time period because of prolonged illness, etc. must be approved by the principal.

Change or Dropping Subjects

Because of problems created by late entry into a class and limitations in class sizes, no subject may be dropped or changed except when the principal, parents, counselor, and teachers involved make such recommendations. Ultimate authority for class changes rests with the principal. Schedule changes will not be processed after the first week of each semester, unless extenuating conditions arise.

Withdrawal and Transfers

The procedure for withdrawal or transferring is as follows. The students should:

1. Obtain appropriate forms from the High School Principal and have the form filled out by all his/her teachers, return all schoolbooks and property, and make sure all fees are paid.
2. Meet with appropriate office personnel for a pre-withdrawal conference.*
3. Take completed form to the main office for final clearance.

*There must be a meeting with appropriate office personnel before he/she is allowed final clearance, for withdrawal or

transfer.

Community Service

1. In order to promote responsible citizenship and a greater appreciation of our community, all Olivet High School students are required to complete 20 hours of community service by April 1st of their senior year, or if not successfully completed at that time, he/she will be required to complete 25 hours by the second week of May *in order to graduate*.
2. Credit for community service may be accrued beginning after the successful completion of the 8th grade.
3. Community service hours accrued for other organizations, i.e., National Honor Society, Student Government, Boy/Girl Scouts, etc., will be honored as hours needed to successfully fulfill Olivet High School graduation requirements as long as any and all hours are worked free of monetary gain.
4. Hours worked for community service credit must be submitted using the appropriate forms from Olivet High School with the signature of the responsible adult for whom the work was performed (the signature of the person benefiting from the service or the parent's signature to validate the work was performed). Students are responsible for their hours being submitted to the current program coordinator in a timely manner.
5. Community service will be reflected on each student's report card and reflect the most current number of hours the student has completed for each report card period. This will be performed by adding an additional descriptor to the current report card and will reflect total hours completed each semester for the parents' information. Community service completion will no longer be tied to student's enrollment in government class.

Administration of Medication

The following elements must be present before a teacher or other district personnel may dispense or administer medicine.

1. Ingestion

- a. Specific instructions for administering medication.
- b. Consent form from parents/legal guardian or physician.
- c. Medication shall be kept locked and the contents well labeled. The dispensation and administration of medication shall be contained in the school office.
- d. Medication administration shall be supervised by the principal or designee in the presence of another adult, and recorded on Medication Profile Sheet.
- e. Teacher or adult administering medication should note reactions and effects and report such to parent/legal guardian and physician.
- f. Non-prescription drugs may be given with written parent/legal guardian consent and must be in the original container.
- g. Prescription bottle must have the pharmacy label.

2. Injection

- a. Consent form from parents and physician.
- b. Written authorization from Superintendent.
- c. Injections will be given by school personnel after training from medical personnel.

Illness and Accidents

If a student is sick, he/she must report to the office and the student's parents will be called to pick up the student from school. If the parents are not home, the specified adult on the emergency form will be called. It is assumed that if a student is sick every effort will be made to release them to their parents/guardians, immediate family members or other authorized adults. If the student leaves without reporting to the office, they will be considered truant. In the event of an injury the student is to report to his/her teacher or administrator. For serious injuries the parent(s) will be notified and advised of the student's condition.

Student Pictures

A school-approved photographer comes early in the school year to take pictures of all students. The pictures provide each student with an identification (I.D.) card and an opportunity to purchase a packet of pictures from two or three price ranges. Payment of this packet must be made when the picture is taken. If the pictures are unsatisfactory the student has the option of having a retake or receiving a refund of his/her money, upon returning all the pictures in the original packet.

Parent-Teacher Conferences

Parent-teacher conferences are held each semester at the high school level. Parents are free to contact teachers whenever they feel it is necessary. Appointments can be made directly with the teacher. Teachers are here to serve the district and community. They need to be made aware of your concerns in order to provide the best education to the children and young adults of the community. If a parent has a concern about a particular class, they should contact the teacher before contacting an administrator, as the teacher best understands the situation. Parents may also access their student's grades and attendance through the Parent Internet Viewer. Student ID's and passwords are mailed home at the start of the school year.

Driver Education

Driver Education is offered to students who have attained the age of 14 years, 8 months by the starting date of the session in which they wish to enroll. Students will be enrolled into a driver education session at a mandatory parent/student orientation

meeting. Oldest students will be enrolled first and enrollment will continue until all classes are filled. Students who still qualify, but were not enrolled, will be put on a waiting list and if space becomes available the student will be enrolled with preference going to older students. The Driver Education program meets the graduated licensing requirements set forth by the Michigan Department of Education.

1. Each student will receive 30 hours of classroom work (24 in Segment 1 and 6 hours in Segment 2) and 6 hours of range and road experience.
2. After receiving their Segment 1 completion certificate, a student must, under parental supervision, drive on a validated certificate for at least 6 months, turn 16 years of age, log 50 hours of parent supervised driving (10 of which must be at night), pass Segment 2 of driver's education coursework, and pass a mandatory road test that is administered by a third party tester licensed by the State of Michigan to be eligible for their level 2 driver's license. This license allows the student to drive alone except between the hours of 12:00 a.m. and 5:00 a.m.
3. Parental assistance providing students with additional driving experience is mandatory because of the graduated licensing laws.
4. Certified instructors will be employed to teach the program. Certification is done by colleges and universities.
5. There is an annual charge, which covers both Segment 1 and Segment 2. This charge is subject to change.
6. Students must be in attendance all day to participate in driver education classes after school, except for an absence that is excused by an administrator.

ASVAB Testing

As part of our Career Prep program, Olivet High School conducts the ASVAB (Armed Services Vocational Aptitude Battery) with all seniors in the fall of their senior year. Parents who do not want their student tested must notify the principal.

Class Officer Rules and Regulations

Selection Process

1. Candidates must have a cumulative GPA of 2.5.
2. Complete and return an Officer Application Packet which includes:
 - A. Class officer application
 - B. Essay
 - C. Discipline report
 - D. Attendance report
 - E. 20 student signatures (Must be from your class. Students may sign for more than one candidate.)
 - F. Teacher recommendation. Freshmen will provide an 8th grade teacher recommendation and middle school administrator endorsement.
3. Completed application packet must be returned to the class advisor by the 3rd Friday in September and voting will take place prior to October 1st.
4. Any office not filled by election will be appointed by the elected officers and class advisor with a qualified individual.

Disciplinary Procedures

1. Probationary guidelines will be determined by the Faculty Board. The Faculty Board will consist of the class advisors and the high school principal.
2. Reasons for probation or removal from office include, but are not limited to, the following:
 - a. Five unexcused absences from school or official class functions or excessive tardies may result in probation or removal from office. Prearranged absence from an official class function must be approved by the class advisor prior to the event.
 - b. Behavior that discredits you or Olivet High School as determined by the school handbook may result in probation or removal from office.
 - c. A trend of minor school infractions may result in probation or removal from office.
 - d. Insubordination to any Olivet Community Schools staff member may result in probation or removal from office.
 - e. Allowing your cumulative GPA to drop below 2.5 will result in probation or removal from office.
3. The process for removal from office will be as follows:
 - a. The class advisor and principal will determine whether a Class Officer Board or the Faculty Board will review the violation. A class officer board will be formed by officers of the violators class plus 1 member from the other 3 classes (2 from the senior class).
 - b. If the violation is reviewed by the class officer board, the offending member must be given sufficient notice to present a defense to the removal.
 - c. A majority vote will be needed for removal from office. The decision of the class board will be reviewed by the faculty board.
 - d. A removed member may appeal the decision to the faculty board.
 - e. All decisions of the faculty board are final.
 - f. Removal from office denies that person the right to be a class officer while enrolled at Olivet High School.
4. Replacement of a removed officer will be as follows:

- a. The Vice President will succeed the President if s/he cannot fulfill the duties of the office.
- b. The class officers and class advisor will appoint an Acting Officer to fill the vacant office by a majority vote to fulfill the remainder of the term.

Co-Curricular Code of Conduct

It is a privilege for students to participate in school-sponsored co-curricular activities. Students engaged in co-curricular activities are representatives of their school for twelve months of the year and are expected to act accordingly. Students entering the 9th grade will not carry over any accumulated points from violations in the middle school. However, they will have to complete any penalties that may have been imposed.

The term co-curricular applies to any MHSAA **grades seven through twelve** or any activity added to this code by the school board.

The Co-Curricular Code of Conduct will be administered by the Athletic Director. The Co-Curricular board shall consist of the Athletic Director, Principal, Head Coach/Advisor, and a teacher. The Athletic Director will not sit on this board for disciplinary appeals. Participation in any co-curricular activity requires a Co-Curricular Code Agreement signed by both the student and parents/guardians on file with the Athletic Director.

I. Conduct Expectations

Students participating in co-curricular activities are expected to behave in ways that are appropriate as outlined in board policy, student handbooks, federal, state, and local laws, this co-curricular code and their coaches/advisors guidelines twelve months a year. Any violation of these expectations may be cause for disciplinary action. In addition to obeying laws, policies, and rules students who participate in co curricular activities are expected to exhibit the highest sportsmanlike behaviors. These behaviors include, but are not limited to: treating competitors in the same way you would want to be treated, giving your best effort in all activities, acknowledging the accomplishments of others, and sacrificing personal gain for the accomplishment of a team.

1. Effective Communication

In order to promote effective communication and positive relationships, concerns need to be brought to the person with whom there is a concern before it will be addressed at the administrative level as per Board Policy #9450.

II. Attendance

Attendance to meetings, practices and competitive events is crucial for all co-curricular participants. Therefore, it is expected that each student will attend all scheduled activities for the season. Exceptions to this would be for emergencies only as approved by the coach/advisor. An “unexcused” absence is an absence from a practice or event without the approval of a coach/advisor or a missed practice due to truancy from school. Should a student have unexcused absences the following progressive discipline may be used:

1. The first unexcused absence from a practice or event—the coach/advisor may remove the student from some or all of the next scheduled event.
2. The second unexcused absence may result in removal from the team or activity up to the balance of that season.

Coaches/advisors will not schedule “mandatory” practices for students on Saturdays and Sundays or school vacation periods during the school year. Students missing practices scheduled during these times will be eligible to participate in competition.

Coaches/advisors will make appropriate religious accommodations when a student has a bonafide religious accommodation need and must not discipline a student in any way for needing said accommodations.

A school suspension will also result in a minimum of one (1) co-curricular event suspension. If the school suspension is for more than one day, the student will miss all co-curricular events for that time period. If there is only one event for the co-curricular activity, the student may be allowed to participate in the activity at the discretion of the building Principal.

III. Violation Administration and Notification

Any student who is in violation of the co-curricular code as determined by the Athletic Director will be disciplined. When a student is suspected of a violation, the Athletic Director will investigate the incident (s) and will inform the student of the charges and give that student an opportunity to respond to those charges. If a violation did occur, the Athletic Director will determine what penalty will be imposed upon the student. The penalty will be based on the severity of the violation and occurrences of past violations.

A written report containing the charges will be mailed to the parent(s)/ guardian(s) by the Athletic Director. The information concerning the violation to be included in the written charges is as follows:

1. Name of violator
2. Place of violation
3. Nature of violation
4. Date and approximate time of violation

5. Names of companions and/or circumstances pertinent to the violation.

Controlled Substance Violations/Vandalism/Theft

- a) Students who possess, manufacture, use, deliver, sell, or are under the influence of tobacco, alcoholic beverages, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances such as inhalants, and performance enhancing substances, are in violation of this co-curricular code. (All drug paraphernalia and related items may be confiscated.) Any violation will result in the disciplinary sanctions as defined by the levels which follow.
- b) Students who possess, manufacture, use, deliver, sell or are under the influence of performance enhancing drugs are in violation of this co-curricular code. Violators are also punishable by imprisonment and/or up to a \$5,000 fine as outlined in HB 4594-PA 216 of 2006.
- c) Student who vandalize (malicious destruction of property) are in violation of the Co-Curricular Code.
- d) Students who steal (taking something that belongs to someone else) are in violation of the Co-Curricular Code.

- Level 1
- a) Possession and/or use of tobacco *off* school property
 - b) Theft up to \$10.00
 - c) Vandalism up to \$10.00

- Level 2
- a) Possession, use, or being under the influence of alcoholic beverages, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances, such as inhalants and drug paraphernalia *off* school property.
 - b) Possession and/or use of tobacco *on* school property.
 - c) Theft - \$10.00 - \$100.00
 - d) Vandalism - \$10.00 - \$100.00

- Level 3
- a) Possession, use, or being under the influence of alcoholic beverages, performance enhancing drugs, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances such as inhalants, possession of drug paraphernalia *on* school property.
 - b) Theft over \$100.00 or of an item that could undermine the security of the school, such as a key.
 - c) Vandalism over \$100.00

- Level 4
- The manufacturing, delivery, or sale of alcoholic beverages, performance enhancing drugs, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances such as inhalants, or drug paraphernalia.

The consequences for the described levels are listed below. Each level represents a point total and has a specific penalty. Points will accumulate for each violation.

POINTS

- 1 Suspension for 25% of season which may be reduced to 10%
- 2 Suspension for 50% of season which may be reduced to 25%
- 3 Suspension for 1 full season which may be reduced to 50%
- 4 Suspension for 1 calendar year which may be reduced to a season
- 5 Suspension for career with possible reinstatement after a year. An accumulation of over 6 points will ban a student from any future participation in co-curricular activities outlined in the code.

The initial suspension is for the current season's contests/activities. If the violation occurs with less than the prescribed percentage of contests remaining, the suspension will be pro-rated into the next season in which the student participates, even though it may carry over into the next school year. The student will be allowed to participate in practice for training purposes during the suspension with the approval of the coach.

The Athletic Director or building Principal may recommend and approve the students' attendance and completion of a substance abuse assessment, tobacco cessation program, or an approved community service program. The maximum penalty described will be modified and the student will serve the reduced penalty for the regularly scheduled contests/activities. Suspensions will carry over to the students' next season of competition. The student may be allowed to participate in practice for training purposes during the suspension with the approval of the coach.

Below is an example of how the system would work:

A student is caught smoking off school property. Since this is a level 1 violation, he/she would have accumulated 1 point. The consequence for 1 accumulated point is suspension from 25% of a season, which may be reduced to 10%. The same student is caught drinking off school property. This is a level 2 violation and his/her accumulated point total is now 3. The consequence is now suspension from one full season, which may be reduced to 50%. The same student steals something worth \$140.00, which is a level 3 violation. The student has now accumulated 6 points. Six (6) accumulated points carries a career suspension.

If there were only one event for the co-curricular activity, the student would be allowed to participate in that activity if an assessment is completed or a tobacco cessation program is completed. If the student does not complete the prescribed program of the approved agency, the original penalty will be imposed.

Other Rule/Law Infractions

Any conduct contrary to the ideals, principles and standards of the district as may be set forth from time to time in policies of the board, student handbooks published rules and regulations and laws of the State of Michigan can be considered as a violation of the Co-Curricular Code: Assault, breaking and entering, hazing, knowingly possessing stolen property, criminal sexual conduct, large scale theft, vandalism or other illegal behaviors forbidden, gross misconduct (verbal or physical) toward officials, opponents (students and staff), or fans, or other major violations of school rules will not be tolerated. Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Penalties may include community service work, suspension from participating in any Co-Curricular event(s) for a determined length of time, enrolling in and following through an approved professional assistance program dealing with the inappropriate behavior, or a combination of any of these penalties.

Appeal Process

The parent/guardian of a student or an 18 year old student accused of violating the Co-Curricular Code has the right to appeal the decision as outlined below:

1. Co-Curricular Board: The parent/guardian of any student or an 18 year old student charged with an offense may request a hearing with the Co-Curricular Board within two (2) school days following the date the student received the notification orally or in writing. The Co-Curricular Board has up to two (2) school days to hold a hearing. The parent/guardian and student are encouraged to be present. The Co-Curricular Board will determine whether a violation did or did not occur and whether an appropriate consequence was administered. The decision of the Co-Curricular Board shall be in writing and a copy shall be provided to the student and his/her parent/guardian within two (2) school days from the termination of the hearing. An accused student is eligible during the first level of appeal, but is ineligible through the remainder of the appeal process if the Co-Curricular Board upholds the suspension of the privilege to participate in co-curricular activities.
2. Superintendent: Any parent/guardian/18 year old student may request a hearing with the Superintendent within two (2) school days following the date the student/parent/guardian receives the written decision of the Co-Curricular Board. The Superintendent will hold a hearing within two (2) school days of the request. The decision of the Superintendent shall be in writing and a copy shall be provided to the student and his/her parents/guardian within two (2) school days from the termination of the hearing.
3. Board of Education: An 18 years old student or parent/guardian may appeal the decision of the Superintendent to the Board of Education whose decision is final. To appeal, they need to notify the Superintendent or Board President within two (2) school days following the date the student/parent/guardian receives the written decision of the Superintendent. The Board of Education will conduct a hearing at the next regularly scheduled Board meeting provided there is three (3) days preparation time for the Board and Superintendent. The Board has twenty (20) days to hold the hearing. The decision of the Board shall be in writing and a copy provided to the student and his/her parents/guardian within two (2) school days.

IV. Academic Eligibility Requirements for Participation in Co-Curricular Activities

This policy shall be implemented by the building principal and coordinated by the Athletic Director. Freshmen are eligible immediately the first semester. Transfer students desiring to participate in athletics will meet the Michigan High School Athletic Association rules and regulations for the first semester of eligibility.

High School

1. In order to participate in the co-curricular program, a student must meet the following qualifications:
 - A. Be a full-time day student
 - B. May not fail more than one (1) subject per semester.
 - C. Students must maintain a C- (1.67) GPA each semester to remain eligible.
 - D. The first time a student fails to meet these criteria they will automatically be placed on probation. Requirements for probation include a daily assignment sheet and maintaining a 1.67 GPA with no failing classes.
2. Weekly academic eligibility checks will be based on cumulative grades from the beginning of the semester. A week begins on Monday and continues through and includes Sunday. The first occurrence of two (2) failing grades will result in ineligibility for the following week and direct contact with the parent/guardian. At the conclusion of the nine- (9) weeks marking period, a students' GPA will be checked. If at that time a student is meeting the required GPA, she/he will be informed of co-curricular eligibility.

Middle School—Weekly Academic Eligibility

- A. Each co-curricular student's eligibility will be determined by each team of teachers by noon on Friday.
- B. The academic eligibility period covers from Monday through Sunday.
- C. A student shall have no failing grades on the team report for all classes to be eligible to participate the following week.
- D. Coaches report eligibility weekly to the Athletic Director.
- E. The weekly grade will be their current 9-week grade. A students' grade will start over each 9 weeks.

Special Provisions

- A. A student may not participate in a competition or performance if academically ineligible. The student is expected to participate in practice or study sessions as directed by the coach.
- B. Students must be in attendance all day to participate in co-curricular functions including practice, except for an absence that is excused by the principal.

Academic Appeal Process

Any appeal for students including special need students will be handled through the Co-Curricular Board. An academic appeal will be necessary for any student failing to meet minimum requirements for eligibility for the second time.

- A. Parent(s)/guardian(s) must notify the Athletic Director of the desire to appeal a student's ineligibility. The student remains ineligible during the appeal process.
- B. The Athletic Director shall convene the Co-Curricular Board within two (2) school days after receipt of the parent/guardian request.
- C. The following criteria will be assessed for recommendation of academic eligibility:
 - 1. Special Education placement or certification.
 - 2. Standardized test scores.
 - 3. Classroom teacher report and input that will include academic achievement, citizenship and attendance.
 - 4. Special personal circumstances of a traumatic nature.
- D. The Co-Curricular Board will have two (2) school days to render a decision regarding academic eligibility.
- E. The decision of the Co-Curricular Board shall be in writing and a copy shall be sent to the student and his/her parents/guardians within two (2) school days from the termination of the hearing.
- F. Any student/parent/guardian may request a hearing with the Superintendent within two (2) school days following the date the student receives the written decision of the Co-Curricular Board. The student will remain ineligible pending a decision of the Superintendent.
- G. Should a student/parent/guardian appeal the decision of the Superintendent, the Board of Education has seven (7) days to hold a hearing. The decision of the Board shall be in writing and a copy sent to the student and his/her parents/guardians within two (2) school days.

Attendance Policy

State law has established compulsory attendance and placed the responsibility for attendance upon the parents of public school students. All students are expected to attend school regularly and to be on time for class to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Attendance is a key component to success in school. Learning that takes place in the classroom cannot be duplicated independently as the student does not have the benefit of the teacher or the discussion of other students.

A national survey of employers conducted by Johns Hopkins University identified DEPENDABILITY (coming to work regularly and on time) as the number one trait employers seek when hiring high school graduates. Poor attendance is also the number one reason why employees get fired from their jobs. By promoting good school attendance we feel we are helping our students prepare for success in their chosen occupations.

In many ways our expectations for students' attendance are similar to the expectations held by most employers. The main difference is that the school has a responsibility to teach dependability rather than to just expect it. It is on this basis that we have developed the following policies and procedures.

Student Attendance

The purpose of this attendance policy is to maintain high academic standards for earning credit in classes. Students will be considered truant until parental contact verifies the student's absence. Parents are to report their child's absence by calling the high school prior to 9 a.m. each day of absence. (749-3671) Parents may call the school voice-mail system during the evening or prior to 7:00 a.m. of the day of the absence. In the event that parents are unavailable to call the school to report their child's absence only the person(s) designated by the parents on their child's registration form may call to verify the absence.

It is the expectation that absences will not exceed **6 days each semester**. **An absence is defined as any missed period of instruction. An excused absence is defined as any missed period of instruction due to illness in which the student sees a doctor and provides written verification of the appointment, funeral of a family member, court appearance, school related activities, disciplinary suspension or parental notification.** Documentation of the doctor's appointment needs to be turned in to the secretary or assistant principal within one week of the students' return to school in order to be considered excused. Student attendance will be monitored daily. Updates on student attendance will be sent home periodically throughout the semester. More than 6 absences could result in loss of credit. Student will need to repeat the class unless granted an appeal.

Appeal Procedure

Students who fail to earn credit due to excessive absences may appeal to the Assistant Principal near or at the end of the semester. Students/parents will need to follow these steps in order to file an appeal:

- 1.) Contact the Assistant Principal for an attendance appeal form within 20 days after the end of the semester.
- 2.) Complete the form and schedule an appeal meeting with the Assistant Principal. Parents are highly encouraged to attend the meeting.
- 3.) After hearing the students/parents side, the Assistant Principal will decide whether or not to grant the credit based on the following criteria after seeking teacher input:

*Student attendance	*Teacher recommendation
*Student contribution to class	*Grades/effort in class
*Reasons for absences	*Ability of student
*Prior attendance records	*Prompt make-up of work

Students who have not met the minimal attendance requirement should continue to do their best in the class and not quit, as this will most likely cause the student to fail the class. Students who are truant have far less chance for having the appeal granted than students/parents who have properly and promptly notified the high school office of their absence. Students who actively and positively participate in class have a better chance of having the appeal granted since educational benefits have been gained.

Senior Attendance

All students will take semester examinations. Seniors during second semester may be exempt from semester examinations in any class if they meet one of the following criteria:

1. If the student has an A- or better in the class at the time of exams and have fewer than six absences in that class for any reason second semester, other than school related activities. This total includes suspension days.
2. If the student has earned a C- or better at the time of exams and have no more than two absences in that class for any reason second semester, other than school-related activities. This total includes suspension days.

This policy is to encourage high performance and/or attendance during the second semester of a student's senior year. All seniors will take semester examinations unless they are able to meet one of the two listed requirements.

College/Career Visits

We encourage students to investigate potential career options while they are in high school. This may involve visiting a college or taking a test for the military, for example. If doing this requires a student to miss school, then the pre-arranged absence form should be filled out through the office. Seniors may be absent up to two days as a school-related absence if they provide the guidance counselor with written verification of the activity within five school days. Juniors, with recommendation from the guidance counselor, may be absent two days second semester as a school related absence if an adult accompanies them, and they provide the guidance counselor written verification of the activity within five school days.

School Related Activities/Field Trips

Students who are excused from class due to approved school related activities have the responsibility of contacting their teachers in advance and making up their class work before the absence or as the teacher and/or administrator directs. Sponsors of activities should remind their students of this requirement. Approved school related absences are not counted as days of absence each semester. Students who have exceeded their 6-day absence limit may not be allowed to miss school for a school-related activity. A parent consent form must be signed by at the beginning of the school year for students to be able to go on field trips.

Extracurricular Activities

Students must be in attendance all day to participate in the extracurricular activity, including practice or as a spectator, except for an absence that is excused by the principal/assistant principal.

Student Attendance at Other Schools

Students who attend other schools such as the Calhoun Area Career Center (CACC) or Math/Science Center are expected to attend those schools in accordance with their calendar. Exceptions are Christmas and Spring Break, as transportation will not be provided at that time.

Pre-Arranged Absences

Parents are reminded that extended or repetitious pre-arranged absences may effect the student's schooling adversely and should be avoided whenever possible. Absence by pre-arrangement for reasons approved by the principal should be granted under the following conditions:

1. The parent must initiate a request for pre-arranged absence either in writing or by telephone.
2. The student will obtain a form from the high school office and circulate it to his/her teachers for their signatures and other required data.
3. Failure to hand in the required work upon return will cause that assignment to receive no credit.
4. The completed form must be signed by a parent or guardian and returned to the high school office.
5. All applications must be completed two days prior to the first day of absence except in cases of emergency.
6. Pre-arranged absences are counted against the 84-day minimum attendance requirement, unless an administrator makes an exception.

Extended Absence

Students absent for an extended period of time due to a long-term illness, accident, and/or hospitalization are required to provide the following:

1. Official documentation from a physician certifying the student's inability to attend school.
2. Make-up work and assignments will be given upon request and students will be graded accordingly.
3. Students involved with an in-patient hospital program or homebound instruction will be given credit for instruction completed and grades given during absence. (Hospital education providers or homebound teacher must supply official transcript of student's progress).
4. Approval for an extended absence for vacation must be obtained prior to the vacation.

Truancy

Student absences regarded as truant are:

1. Absences without parental knowledge and permission.
2. Absences from assigned class or area without permission of school authorities.
3. Absences that show a pattern of poor attendance which defeats the purpose of the compulsory attendance law.

Students who are truant may not attend any school-related activity the day they are truant. Students leaving class without teacher permission will be considered truant unless excused by the principal. Students who are truant will receive no credit for class work or tests/quizzes missed during their truancy.

Truancy Procedure

First Violation

Parent notification; conference with student; two lunch detentions

Second Violation

Parent notification; 1 day Suspension or Saturday School.

Third Violation

Parent notification; 2 day suspension or Saturday School. Successful parent conference with administration before student is re-admitted to school. Counseling and other supportive agencies recommended.

Fourth Violation

Parent conference; truancy proceedings may be filed with the C.I.S.D. (Calhoun Intermediate School District) Attendance officer. 3-5 day suspension.

Fifth Violation

Parent notification; recommendation to the Board of Education for suspension for the balance of the semester.

Due-Process/Truancy Procedures

Due-Process procedures shall be followed prior to bringing truancy proceedings against a child's parent or guardian. Truancy proceedings may be implemented following the fourth truancy offense. School personnel shall refer truancy problems to the Calhoun Intermediate School District attendance officer. Excessive truancy shall be reported to the Board of Education and may result in possible expulsion.

Prior to referral to the attendance officer, school personnel will have:

1. Met with the child's parent or guardian in an effort to resolve the attendance problem.
2. Provided an opportunity for educational evaluation and counseling to provide parental and student assistance with attendance problems.
3. Utilized supportive agencies to overcome social problems and provide family counseling.

The provision of this policy shall be made known to all district students through student and parent handbooks, orientation meetings and school newsletters.

Tardy Procedures

A student is considered tardy to class if he/she is not in the room when the bell stops ringing, or, if the teacher requests, seated when the bell stops ringing without a pass. He/she will be considered tardy if entering a class within the first five minutes of the period. Beyond five minutes he/she will be marked absent, unless excused by the office.

Violation

1st-4th
5th
6th-9th
10th
10 +

Action

Verbal warning
2 hour Saturday School*
Verbal warning
4 hour Saturday School*
Referral to Administrator

*Failure to attend an assigned Saturday School will result in an automatic two day suspension from school.

Make-Up Work Procedure

1. Students with an excused absence will be allowed to make up all work missed at full credit. Previous homework assignments will be due on the day of return to school, missed assignments will be due on the following day, and a missed test/quiz will be made up on the return day, if in school the day prior to the test or quiz.
2. Students will be allowed a time equal to the time missed to make up the work; all make-up work will be done at the teacher's convenience.
3. If a student has an unexcused absence they will only receive half credit for assignments or tests/quizzes missed during their absence.
4. Failure to make up work missed because of an absence will result in "0" for the work missed.
5. A truant student will receive no credit in class for the day they were truant.

Passes to Leave the Building

Permission to leave the school building during school hours must be granted by the main office or someone authorized by them.

1. A student who becomes ill during school hours must report to the principal's office before going home.
2. The office will attempt to contact parents in cases of illness or emergency.
3. A truant absence may be given to any student who fails to check out before leaving the building.
4. Only 12th grade students will be permitted to leave campus during lunch. Other students (underclassmen) will be treated as truant. Seniors are not to drive or ride in automobiles during lunch. If a senior drives or rides without principal permission he or she may lose "open campus" privileges.

Student Assistance Policy

Disciplinary Sanctions For Alcohol, Tobacco, and Drug Violations

The possession, manufacture, use, delivery, sale, or being under the influence of alcoholic beverages, tobacco, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, mood altering substances such as inhalants, or drug paraphernalia by students in school or at school sponsored events is forbidden. All related items may be confiscated.

Compliance with this standard of conduct is mandatory.

Consequences for students will apply to all students from early childhood classes through 12th grade and the offenses will accumulate from one year to the next with the consequences being applied progressively. Below are the consequences that students will receive for violating the SAP Policy. The suspensions may be reduced up to 50% if the student completes an approved program designed to prevent future infractions or other administrative stipulations.

I. Possession/use of tobacco

First Violation

2 day suspension or 1 day suspension with completion of appropriate program

Second Violation

2 day suspension

Third and Subsequent Violations

3 day suspension

*Students in violation of this may be referred to the Olivet Police Department and issued a citation.

II. Possession/use of inhalants or non-prescription drugs not prescribed by a doctor (examples, but not limited to, caffeine pills, stimulant concentrates, etc...)

First Violation

2 day suspension

Second Violation

5 day suspension

Third and Subsequent Violations

10 day suspension

*Students delivering or selling these substances may be moved to the next level of discipline.

III. Possession, use, or under the influence of alcohol, illicit drugs, look-a-like drugs, drug paraphernalia, or prescription drugs not currently prescribed for the student

First Violation

10 day suspension or possible recommendation to the Board of Education for long-term suspension. Notification of appropriate law enforcement agency.

Second Violation

Recommendation to the Board of Education for long-term suspension (11 to 184 days). Notification of appropriate law enforcement agency.

IV. Sale, delivery, or distribution of alcohol or illicit drugs

Recommendation to the Board of Education for long-term suspension (11 to 184 days). Notification of appropriate law enforcement agency.

Student Behavior

Students of Olivet High School are expected to behave appropriately while at school during the school day and at school sponsored activities, both home and away. This includes when students are at the CACC or the Math/Science Center. Suspensions from either of those programs will be enforced at OHS, and suspensions for OHS will be enforced at the CACC or the Math/Science Center as well. Students will be held accountable for their actions while on school property or at school related activities. This also includes off-campus conduct if the student's actions have a direct and immediate effect either on school discipline or on the school's general welfare.

Some minor misbehavior may be handled by the classroom teacher. More serious misconduct will be referred to the high school principal or assistant. The purpose of this Code is to give examples of various categories of misconduct that may result in suspension or expulsion. The general procedures that will be followed to insure that students are treated fairly and with due process are listed below. **In cases deemed very severe, the administration reserves the right to skip levels or steps in the handbook.**

The following examples of misconduct are not meant to be all-inclusive. The penalties indicated are guidelines. The administration has authority to determine the specific penalty or corrective action for each situation. When determining the consequence for a violation of a school rule, the severity of the offense and attitude toward the incident may be considered.

I. General Procedures:

When a student is referred to an administrator for alleged misconduct he/she can expect the following to happen. (The order and action required may vary with type and seriousness of the complaint).

- A. The administrator or supervisor will confer with those involved to attempt to get a fair and accurate amount of the facts.
- B. The student will have an informal meeting with the administrator or supervisor. He/she will have an opportunity to tell his/her version of the incident, and to deny the charges and rebut the evidence.
- C. The students' parent or guardian will be contacted by phone or in writing (written report) if a suspension occurs and will be informed of the alleged misconduct and possible disciplinary action. A conference can be requested by the student, parent and/or an administrator.
- D. Unlawful acts will be reported to proper authorities and appropriate legal action will follow. Disciplinary action may be taken by the school regardless of whether criminal charges result.
- E. The appropriate school penalty or corrective action will be determined. This may include detention, suspension, or expulsion.
- F. Suspension for Special Education students: If the suspension is for a period of more than 10 days, an I.E.P.C. will be re-convened and the appropriate suspension will be outlined as part of the I.E.P. process.
- G. If the student or his/her parent or guardian is dissatisfied with a disciplinary decision, they may appeal in the following way:
 1. Ask the administrator involved to review the decision.
 2. Appeal the decision to the next administrative level for review.

II. Behavior Code

A. Assault and/or Battery (Fighting)

1. Assault - Definition: An oral threat or physical attempt to do bodily injury to another. This would include any form of communication that is threatening to another person or group of people.
2. Battery (fighting) - Definition: The touching of another to do bodily injury or resulting in bodily injury, or to put in motion a substance to do bodily injury or resulting in bodily injury. The severity of the incident will help determine the severity of the consequence.
3. In severe instances in which the offense is deemed a physical assault according to Section 1310 of the School Code, the student may face up to a 180 day suspension by the Board of Education. The ranges listed below may be exceeded in severe instances or if the student is exhibiting violent patterns of behavior.

First Violation

0-5 day suspension, notification of parents. Possible detention.

Second Violation

3-10 day suspension, parent conference required before re-admittance to school. Possible detention.

Third Violation

5-10 day suspension or recommendation to Board of Education for suspension for balance of semester or time period not less than ten days.

**Students who encourage and instigate fights are also subject to disciplinary action.*

B. Disrespect/Insubordination

1. A student's language must not be profane, racially derogatory, or otherwise demeaning to himself or others. Profanity and lack of respect will not be tolerated.
2. Insubordination is the refusal to follow any legal request made by a staff member. A student must go directly to the Principal's office when directed to do so by a staff member. A student may not go to his/her locker, visit with friends, etc.

C. Bullying

For the purposes of this policy, "bullying" is defined as: The repeated intimidation of other people by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs, and extortion of money or possessions. Such conduct is disruptive of the educational process and therefore, bullying is not acceptable behavior in this district, and is prohibited. Students who engage in bullying while at school, at any school functions or school related activities are subject to disciplinary actions, up to and including suspension or expulsion. Anyone who is a victim to or a witness of any type of bullying should report the incident to the Principal or Assistant Principal or Counselor as soon as possible. In extreme situations, law enforcement officials may be notified..

First Violation

0-3 day suspension, notification of parents. Possible detention.

Second Violation

1-5 day suspension, notification of parents. Possible detention.

Third Violation

5-10 day suspension, notification of parents, parent conference required before re-admittance to school.

D. Verbal Assaults

Verbal assaults against school personnel is defined as any willful verbal threat to inflict injury upon school personnel, volunteers, or contractors shall be expelled by the Board of Education for up to 180 days.

E. Sexual Harassment

Sexual harassment is unwelcome communication of a sexual nature that creates a hostile, demeaning, or threatening environment for anyone. Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks with sexual or demeaning implications.
4. Unwelcome touching.

Students who experience difficulty in this area are strongly encouraged to contact a counselor or administrator as soon as possible.

First Violation

0-3 day suspension, notification of parents. Possible detention.

Second Violation

1-5 day suspension, notification of parents.

Third Violation

5-10 day suspension, notification of parents, parent conference required before re-admittance to school.

Fourth Violation

Recommendation to the Board of Education for long-term suspension/expulsion.

F. Class Room Disobedience

Students must obey classroom rules and regulations so that all students may learn and teachers may teach. The following are examples of classroom disobedience:

- Non-performance of assigned tasks
- Continually unprepared for class
- Continually disrupting class
- Disobedience of classroom rules

The following consequences may be issued for the classroom disobedience:

- Conference with student
- Parent notification
- Class suspension
- Detention
- Teacher/Student conference
- Parental chaperone
- In-school suspension
- Out of school suspension

The severity and frequency of referrals will help determine the severity of the consequence.

G. Weapons/Arson/Criminal Sexual Conduct

1. In order to help ensure the safety of our students, our Board of Education has a **weapons policy** in compliance with state law (MCL 380.1313). It states: "Students in possession of a dangerous weapon/firearm (such as guns, including B.B. guns and

CO2 weapons, daggers, dirks, stilettos, knives with a blade over 3 inches long, pocket knife opened by a mechanical device, iron bar, or brass knuckles, for example) and/or who commit arson or criminal sexual conduct on district grounds in the district buildings, or at school sponsored events shall be **permanently expelled** from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency."

2. No student is permitted to have in his/her possession any instrument which may be considered a weapon capable of inflicting bodily injury, either in the school building or on school grounds. Possession of weapons that do not meet the legal definition of a dangerous weapon are also prohibited. If an object, such as a ball bat, is used to harm or threaten another person, the student may be punished under this category as well as the assault category.

First Violation

5 day suspension and notification of parent. Re-admittance only upon agreement of parents to assure cooperation in preventing a repetition of offense.

Second Violation

5-10 day suspension with re-admittance by principal only.

Third Violation

Recommendation to Board of Education for long-term suspension or expulsion.

G. Extortion or Stealing

No student shall attempt to extort anything from another student through intimidation or violence, either on school property or on the way to and from school. Students shall not take, attempt to take, or possess items belonging to other students, staff or the school district.

First Violation

1-5 day suspension and notification of parents and/or police officials. Restitution for any loss. Possible removal from the area where violation(s) occurred.

Second Violation

5-10 day suspension and notification of parents and/or police officials. Re-admittance by principal after restitution for any loss. Possible removal from the area where violation(s) occurred.

Third Violation

Recommendation to Board of Education for long-term suspension.

H. Vandalism/Computer System/Internet/Technology Infractions

No student shall engage in a purposeful act of damage to school or another person's property. Students are not to touch equipment such as phones, thermostats, TVs, etc., without staff permission and supervision. Students are not to modify or attempt to modify the computer system in any way that could cause damage to software programming.

Olivet High School is on the Internet. A copy of the Internet Access and Use Agreement that must be signed by the student and the parent in order for the student to use the Internet is located under Section XI of this handbook. As the agreement indicates, violations of the contract could lead to suspension and loss of computer privileges.

When determining the consequence for violations of the Computer Use Agreements, the following issues will be analyzed to determine the severity of the violation: potential harm to the computer and/or network, length of time it takes to correct the problem, length of time the student accessed inappropriate information, frequency of violations, sharing or dissemination of information that is inappropriate or potentially harmful, and other relevant information.

First Violation

1-10 day suspension and notification of parents and/or police officials. Restitution for damages. Possible removal from the area where violation(s) occurred. Possible detention. Possible appearance before student representatives.

Second Violation

5-10 day suspension and notification of parents and/or police officials. Re-admittance by principal. Restitution for damages. Possible removal from the area where violation(s) occurred. Possible appearance before student representatives. Possible recommendation to Board of Education for long-term suspension.

I. Bomb Threat/Fire Alarm/Explosives

No student shall use fire in any form to cause damage or disruption (fire crackers, smoke bomb, false alarms). Possession of explosives of any type, including ammunition, is forbidden. If a student creates a "bomb threat" or pulls a fire alarm, he/she may be suspended up to the remainder of the school year or permanently expelled from Olivet Community Schools.

J. Parking Regulations

Vehicles must be parked in the designated student parking areas, which is the south side parking lot and fourth and fifth rows of the north side parking lot. Repeated failure to abide by parking regulations may result in your car being towed at student/parent expense. Eaton County Sheriff Department will patrol our parking lots. Anyone parking in a handicap space without an authorized tag will be ticketed. The current cost of a ticket is \$85.00.

First Violation

Warning

Second and subsequent violations

1-20 day driving privilege loss and parent notification.

K. Use of Vehicles to and from School

1. Students must drive in a safe, legal, and careful manner.
2. No student will be permitted to drive from 7:40 a.m. until after school without permission from the office.

First Violation

Warning to student and/or parent. 0-20 days driving privilege loss. Parent notification.

Second Violation

Loss of driving privilege up to 90 school days or the remainder of the semester. Parent notification.

Third Violation

0-3 day suspension from school and loss of driving privilege for up to 180 school days or the remainder of the school year. Parent notification.

L. Use of Vehicles to CACC/Math/Science Center/Off-Campus Programs

Students attending the Calhoun Area Career Center or the Math/Science Center are required to ride to and from the center on school provided transportation. Exceptions may be granted by the Principal/Assistant Principal upon written request from the student's parent/guardian. Exceptions based on "need" may be granted on a daily basis. A student who rides the bus to or from the CACC/Math/Science Center is under school supervision. All school rules apply. Students are not to allow other students to ride with them or ride in any vehicle except the bus without office approval. Students that are on work experience, attend college class, TA off-campus, or leave campus for any reason are subject to the same consequences as described below.

First Violation

Parent notification. Detention. Driving privileges suspended for 15-30 days.

Second Violation

Parent notification. 3-5 day suspension. Driving privileges suspended for 30-60 days.

Third Violation

5-10 day suspension. Parent conference. Driving privileges suspended for 60-90 days.

Fourth Violation

Student can be dropped from the CACC/ MS Center/ off -campus program. 10 day suspension. Permanent loss of all driving privileges.

M. Gross Misbehavior

Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.

First Violation

1-5 day suspension and parent conference.

Second Violation

6-10 day suspension. Re-admittance by principal.

Third Violation

Recommendation to Board of Education for long-term suspension.

N. Inappropriate Display of Affection

Demonstration of one's affection toward another person has an appropriate time and place. However, inappropriate display of affection and/or physical contact is not considered acceptable behavior at Olivet High School. The only acceptable type contact during the school day or at school activities on school grounds will be holding hands.

First Violation

Warning.

Second Violation

1 lunch detention.

Third Violation

2 lunch detentions.

Fourth Violation

4 hour Saturday school.

Fifth or more

3-10 day suspension per offense.

O. Physical Abuse of Staff, Volunteers, or Contractors

First Violation

Recommendation to Board of Education for permanent expulsion. Referral to proper law enforcement officers.

P. Possession/Use of Instruments of Distraction.

Any item that is counter productive to the educational process, i.e., squirt guns, toys, may be confiscated and a detention may be issued.

Q. Students' Designated Areas.

1. High school students are to remain in the High School and not go into the Middle School without a pass with the following exceptions: Going to and from classes assigned in the Middle School and going to lunch. High school students are never permitted in the main wings of the Middle School without a pass.
2. Students are not allowed in the school parking lot during the school day (this includes the lunch period).

First Violation

Detention.

Second Violation

Detention or 1 day suspension, parent notification.

Third Violation

2 day suspension.

R. Eating in School

Food or drink, except water, is not to be in rooms that are carpeted or in the gymnasium. Absolutely no food or drink is allowed in the Library. Food may be confiscated and thrown away for violations of this rule.

S. Cheating

1. Cheating is copying, plagiarism, giving assignments or answers to others, possessing a "cheat sheet", and any other behavior that is deemed academically dishonest. Cheating offenses will be tabulated cumulatively, not by teacher.

First Violation

"0" on the assignment/test, referral to office, parent notification.

Second Violation

10% reduction in the semester grade in the class in which the second offense occurred.

Third Violation

50% reduction in the semester grade in the class in which the third offense occurred Suspension from school for 3 days.

2. Any alteration of grades without the authority of the classroom teacher is grounds for suspension, up to expulsion, and a 50% reduction in the semester grade in the class in which the offense occurred. Such action undermines the integrity of the entire grade book and computer systems.

T. Dress Code

The primary responsibility for the appearance of students rests with the parents and students themselves. This dress code conforms to the work world which in turn helps prepare them for future employment. The student's attire must be appropriate for a public building, comply with the Health Code of the State of Michigan, and not interfere with the educational process. Students wearing clothing or jewelry that is deemed distracting, suggestive or offensive to a school official will be sent to the high school office for further evaluation. The student may be asked to change the clothing or possibly to go home.

Listed below are expectations for student dress:

1. All students must wear shoes/sandals. Roller shoes (shoes with wheels in the soles) are prohibited.
2. Jewelry or clothing articles which are sexually suggestive, advertise drugs, tobacco, or alcohol products or have inappropriate language are considered unacceptable.
3. Hats/head coverings must be kept in the students locker during school hours.
Hats/head coverings, including hoods, worn in the school building from the time students enter the building until after school is dismissed will be confiscated. This applies to any head coverings worn by males or females.
4. Halter-tops and bare midriff blouses or shirts are not acceptable. Tank tops will only be acceptable if and only if the straps are more than one inch wide and are tight fitting to the underarm. No undergarments or cleavage are to be seen.
5. Students who wear shorts/shirts that are not of an appropriate length (mid-thigh or longer) or fit will be asked to change.
6. Torn, frayed, or raveled clothing that show undergarments will be considered inappropriate will not be permitted.
7. Any alterations in clothing or in the way that clothing is worn that is a way for gangs to identify themselves is forbidden.
8. All pants, shorts, and skirts must be worn at the waist so that students undergarments or buttocks are not visible when seated or standing.
9. Sunglasses worn during the school day will be confiscated.
10. Chains of any size or length may not be worn. This includes the wallet type chains typically attached to the belt or waist.

U. Corridor Expectations

All students should:

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classroom.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

4. Leave the school building within 15 minutes after dismissal unless under the supervision of a staff member.
5. Students in the halls during class time must have a pass. Passes may be obtained from a staff member. Violations are subject to detention. Students may be required to clean the halls for littering.
6. The beverage (soda and milk) and candy/snack machines will be off-limits to students from 7:40am until 10:47am and from 11:24am until 2:32pm during the school year. These machines will be available before school, during lunch and after school daily.
7. The benches located in the lobby of the high school are not to be used during class time. Students are allowed their use before school, during passing time, lunch and after school.

V. Substitute Teachers

Students need to be very cooperative with substitute teachers. Substitute teachers have the same authority as regular teachers. Students sent to the office by a substitute teacher will be subject to the same disciplinary action as if referred by the regular teacher.

W. Portable Multi-media Players

Portable multi-media players are not permitted in classrooms. Students may only listen to these devices before and after school and at lunchtime. The school is not responsible in any way for such equipment.

X. Pocket Pagers/Cell Phones/Cameras

A student may not carry a pocket pager, cell phone, camera or any other electronic communication device on their person during the school day. Students may keep these devices in their lockers or vehicles during the day. After 2:32pm, students may carry pocket pagers or cell phones on their persons and to school sponsored activities or events.

First Violation

Warning

Second Violation

Confiscate and return at end of day.

Third Violation

Confiscate and return to parent/guardian.

Fourth or more

Confiscate; Detention/Suspension/Saturday School.

Y. Use of Video-taping cameras, pictures phones, etc.

Since cameras, video cameras, picture phones and other recording devices may compromise student privacy, students or persons wishing to use such devices on school property when school is in session are required to have the permission of the building principals or designee before their use.

Z. Dishonest/Manipulative Behavior

Behaviors that undermine the procedures, policies, and functions of Olivet High School and its' staff are prohibited. Students who lie, manipulate, or in any other way try to deceive school staff are subject to detention or suspension.

AA. Laser Pointers

Laser pointers are not permitted. Laser pointers on school property will be confiscated and held until the student's parent/guardian comes to pick it up. In addition, the students involved with bringing the laser pointer to school or using it in school will face disciplinary action.

BB. Backpacks/Duffel Bags

Backpacks and duffel bags need to be kept in a student's locker and are not permitted in classrooms.

CC. Skateboard/Roller-blade Use

The use or possession of skateboards, roller-blades, roller shoes (shoes with wheels in the soles) or similar footwear on school property is prohibited.

III. The 18-Year Old Student

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:

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their report cards. However, report cards will continue to be sent to parents if they claim the student as a dependent on their income taxes.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. However, all school attendance standards and policies will continue to apply to students regardless of their age.

IV. Suspension

- A. A suspension is when a student is temporarily forbidden to be at school or any school related activity. Students suspended out of school are not to be on the property of the Olivet Community Schools and cannot attend school events held at other schools. Violation of this rule will result in longer suspension, additional suspension from school activities, and/or arrest for trespassing.
- B. As an alternative to out-of-school suspension, a student may be assigned an in-school suspension (I.S.S.). In I.S.S. students are expected to sit properly in their assigned place and work on schoolwork or read appropriate material. Students who violate the rules of I.S.S. are subject to an additional detention/suspension or may be sent home. Students who are sent home will not return to their regular classes until they have served their time in I.S.S.
- C. Any student who has received three (3) suspensions may be referred to the Board of Education for an Expulsion Hearing on the violation of the next act of student misconduct. District personnel are encouraged to exhaust all sources of behavior intervention strategies, including testing and professional recommendations.
- D. A long-term suspension is an exclusion from school and its' activities for as few as 11 days and as many days as determined by the Board of Education. An expulsion is a permanent exclusion from school and its' activities.
- E. **Class, Subject and Activity Suspensions**
A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board Policy, or this student handbook. During this suspension, the student shall not be returned to class, without the mutual agreement of the teacher and the principal. In this type of suspension, the teacher shall contact the student's parents/guardian and request that they attend a parent-teacher conference for the purpose of discussing the suspension.

V. Saturday School

Saturday School will be conducted from 8 AM to 12 PM on the date designated. If the student fails to arrive on time or leave before their scheduled departure time, they will automatically be suspended from school the first two (2) school days following the date they were assigned Saturday School. Conduct at Saturday School will be monitored during the period assigned. The student is to arrive prepared to study, complete homework or read appropriate material (as determined by the supervising teacher). Sleeping will result in immediate removal from the program and will initiate the suspension as previously referenced. Immature, irresponsible behavior will not be tolerated. Food or drink is not allowed while in attendance and violating this will also initiate suspension. To successfully complete the session, the student must satisfactorily complete the entire time assigned without incident. Appropriate attire as referenced in the student handbook, as well as any other rule from the student handbook, applies.

VI. Detention

- A. Olivet High School has two types of detentions:
 - 1. Lunch Detention: The student will eat lunch in the designated room.
 - 2. Teacher Assigned/Teacher supervised After School Detention: The student will stay after school twenty minutes with the teacher that assigned the detention.
- B. Students are expected to bring work to do or appropriate reading material to detentions. Students who break the rules of the detention are subject to a more severe consequence.
- C. A bus student may be kept after school just as a non-bus student.
- D. Parents will be notified that the student will not be riding the bus and that other transportation arrangements will have to be made.
- F. Students who skip a detention will have the detention time extended and habitual offenders will face suspension.

VII. Expulsion/Long Term Suspension

Expulsions and Long Term Suspensions are a complete separation from school property and school related activities for a period of 11 days to permanent separation. Expulsions and Long Term Suspensions will occur only after a Board of Education Hearing is held.

VIII. Interrogation of Students by Law Enforcement Officers

A. Policy

The following policy is to be observed for the interrogation of students by law enforcement officers. Proper observation of the policy will serve as a basis for cooperation with law enforcement officers, within the framework of the law. It will also encourage students to respect lawfully constituted authority.

- 1. Law enforcement officers must have permission of the building principal, or his designee, to interview a student on school property during school hours.
- 2. A student may be interviewed by a law enforcement officer on school property during school hours if approved by the principal or mandated by law. The principal may be present when a student is interviewed.
- 3. When possible, parents of students who are to be interviewed by law enforcement officers on school property during school hours will be so notified.
- 4. A child may be removed from school by a law enforcement officer with or without a lawful warrant. The parents of

students so removed must, if possible, be notified immediately concerning such removal.

B. Search and Seizure

The following rules shall apply to the search of school property assigned to a specific student (desk, locker, etc.) and the seizure of items in his possession.

1. There shall be reasonable suspicion for school authorities to believe that the possession constitutes a crime or rule violation.
 2. General searches of school property may be conducted by district authorities for any reason, at anytime, without notice, without student consent, and without a search warrant.
 3. Search of an area assigned to a student should be for a specific item and be in his presence in most situations.
 4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
 5. Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
 6. Student privacy rights will be respected regarding any items that are not illegal or against school policy.
 7. In order to protect the health, safety or welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.
 8. School officials may need to conduct a search of students clothing, book bags, and other items when there is a reasonable suspicion that the student is in possession of items in violation of school rules. In more extreme situations, student vehicles on school property are subject to search by school officials in accordance with the law.
 9. In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student's vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.
 8. If the student refuses to comply with a request to search school property or their person when there is reasonable suspicion that the student is in possession of items in violation of school rules, the building principal shall notify the student's parents and request that they come to the school at once. If parents can not convince the student to cooperate with school officials, law enforcement officials will be notified and the matter will be turned over to them. If the parent refuses to come to the school or is unable to be notified, any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant.
- Any section or portion thereof, found to be contrary to law or constitutional rights shall be stricken without affecting the remainder.

IX. School Lockers

School lockers are public property held in trust by the Board of Education. School administrators, acting, as agents of the owners, shall adhere to the following regulations when supervising the use of school lockers.

- A. Lockers will be assigned.
- B. Please keep assigned locker.
- C. Keep lockers locked at all times. This is the student's responsibility.
- D. Students are responsible for their lockers and will be charged for damage to them.
- E. Lockers are not to be utilized for illegal or dangerous purposes (e.g., harboring of stolen property, drugs, or alcohol, materials that might create health or fire hazards, etc.)
- F. School officials have the right to inspect a student's locker when suspicion arises that something of an illegal nature is secreted therein, without notice to the student to whom such locker has been assigned.
- G. Police have the right to inspect all lockers in the building with just cause.
- H. School officials may periodically hold locker inspection to insure proper maintenance in the interest of fire and health protection.
- I. Any person other than the building principal who wishes to search a student's locker shall report to the building principal before proceeding to the locker, and in no event shall such person be permitted to search the student's locker without the principal's consent unless such person has a valid search warrant authorizing him/her to make such a search

X. Appeals Procedure

- A. The student shall not be judged guilty by virtue of being accused.
- B. An informal investigation shall be conducted by an administrator to obtain all information pertinent to a fair decision.
- C. Provision shall be made for the student to be heard and present his/her view of the problem.
- D. The students must be advised of the following rights of appeal:
 1. Specific statement of charges.
 2. Right to be represented by counsel.
 3. Right to hear and cross-examine witnesses against him/her when appropriate.
 4. Right to present his/her own witnesses.
 5. Right to present any other evidence or argument he/she wishes.
 6. Right to be advised of the Open Meeting Act provision to request a closed or open hearing before the Board.
- E. In the event of an appeal: If suspension is the administrative decision of the Assistant Principal then the appeal process would begin with the Principal. If suspension is the administrative decision of the Principal then the appeal process would

begin with the Superintendent. If suspension is the administrative decision of the Superintendent then the appeal process would begin with the Board of Education. All decisions made by the Board of Education are final.

- F. If suspension is the administrative decision of the Assistant Principal, the student shall be informed of the reason. Parents must be notified by telephone, if possible, and the length of the suspension must be confirmed in writing. Administrators will take the initiative to confer with parents or legal guardians to plan the student's return to school.
- G. The parent/guardian of a student or an 18 year old student has the right to appeal the decision as outlined below:
 - 1. The parent/guardian of any student or an 18 year old student charged with an offense may request a hearing with the Principal within three (3) school days following the date the student received the notification orally or in writing. The Principal has up to three (3) school days to hold a hearing. The parent/guardian and student are encouraged to be present. The Principal will determine whether a violation did or did not occur and whether an appropriate consequence was administered. The decision of the Principal shall be in writing and a copy shall be provided to the student and his/her parent/guardian within three (3) school days from the termination of the hearing.
 - 2. Superintendent: Any parent/guardian/18 year old student may request a hearing with the Superintendent within three (3) school days following the date the student/parent/guardian receives the written decision of the Principal. The Superintendent will hold a hearing within three (3) school days of the request. The decision of the Superintendent shall be in writing and a copy shall be provided to the student and his/her parents/guardian within three (3) school days from the termination of the hearing.
 - 3. Board of Education: An 18 years old student or parent/guardian may appeal the decision of the Superintendent to the Board of Education whose decision is final. To appeal, they need to notify the Superintendent or Board President within three (3) school days following the date the student/parent/guardian receives the written decision of the Superintendent. The Board of Education will conduct a hearing at the next regularly scheduled Board meeting provided there is three (3) days preparation time for the Board and Superintendent. The Board has twenty (20) days to hold the hearing. The decision of the Board shall be in writing and a copy provided to the student and his/her parents/guardian within three (3) school days.

XI. Point System for Chronic Offenders

It may be necessary to suspend students for a semester or longer because of chronic misbehavior. Any student who accumulates 60 points in a semester or 90 points over the year may be referred to the Board for suspension or expulsion. Gross Misbehavior or certain offenses, however, can mean immediate referral, regardless of the points accumulated. Once a student reaches 60/90 points, he/she may not be able to participate in, or attend, any school activities outside the school day for the remainder of the year.

The following point system will be used:

Privilege Loss (driving, lunch, activities, etc.)

1 point for each 2 days of privilege loss

Warnings/Detentions/Class Suspensions

Verbal Warning 1 point

Detention 2 points

Class suspension 1 point each day

School Suspensions/Saturday Detentions

3 points for each day

XII. Probationary Contract

Regardless of disciplinary actions to date or points accumulated the building principal may write a probationary contract for any student with poor behavior, attendance, or productivity problems. This contract will be agreed upon by the principal, parent/guardian and student. The terms of this contract will be followed. The goal of this contract is to clearly state the problem behavior, the remedy needed, and the consequences.

XIII. Internet Access Agreement/Use of Computers

Use of the Internet and other technology provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. Access to the Internet and other technology is given as a privilege to students who agree to act in a considerate and responsible manner.

- Using the Internet in school is a **privilege** for the following purposes:
 - To help students learn about technology.
 - To help students learn how to find information and communicate with others.
 - To help students learn more in school.
- Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
- Network storage areas may be treated like school lockers. Network administrators have the right and responsibility to view files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that any files will be private.
- The following things are NOT ALLOWED:

- a) Trespassing in another's folders, work or files or trespassing on the network while access privileges are suspended.
 - b) Copying, deleting, or otherwise altering network files or software.
 - c) Trying to learn or use another's password.
 - d) Sharing of personal password.
 - e) Making, reading, viewing, or sending inappropriate files or any file that the school deems to be unlawful, obscene, pornographic, abusive, racially or ethnically offensive or otherwise objectionable.
 - f) Using web-based email.
 - g) Viewing, creating, modifying or accessing in general any online personal journal website i.e. MySpace, Facebook, Zanga, etc.
 - h) Using school technology to buy, sell, trade, advertise or gamble.
 - i) Downloading of any program or executable file to the network including games and instant messengers.
 - j) Illegally installing or copying licensed or copyrighted software.
 - c) Intentionally wasting resources including but not limited to:
 - >Distributing broadcast messages via email or otherwise.
 - >Excessive use of network printers.
 - >Streaming audio or video files over the Internet.
 - d) Using technology or any other means to cause damage to the school's equipment. This includes but is not limited to:
 - >Doing anything that brings a virus into the school equipment.
 - >Purposely damaging hardware, software, network cables or information.
 - >Breaking into files or systems (i.e., hacking).
 - e) Using the Internet or school's email for personal purposes.
 - f) Deliberately bypassing the school's Internet filtering system by downloading programs or by any other means.
- Students are to only use technology that they have permission to use.
 - Students will pay for any damages they cause.
 - The school's technology is only for people who are registered to use it. Students are responsible for their own account and password and/or privileges.
 - The school has the right and the responsibility to check anything students do on school equipment.
 - Students will receive training in acceptable uses of technology and the Internet.
 - Student use of school computers and the Internet may be taken away at any time. Students will face disciplinary action if they misuse either technology or the Internet at school. This may include loss/restriction of computer privileges, community service, suspension, and/or expulsion.
 - If a parent does not wish to have their student have access to the Internet, they should make this request in writing to the Superintendent of Schools.

When determining the consequence for violations of the Computer Use Agreements, the following issues will be analyzed to determine the severity of the violation: potential harm to the computer and/or network, length of time it takes to correct the problem, length of time the student accessed inappropriate information, frequency of violations, sharing or dissemination of information that is inappropriate or potentially harmful, and other relevant information. The consequences for violation of the Internet/Access Agreement rules will be based on the following guidelines.

First Offense:

Loss of Internet privileges for 90 – 180 school days, computer use at school limited only to computer class or under direct teacher supervision, 1 –3 day suspension from school, and parent conference.

Second Offense: Loss of Internet/Computer privileges for a minimum of 180 school days, 3 –5 day suspension from school, parent conference, and notification of Calhoun County Internet provider.

XIII. Security Cameras

Through a Department of Homeland Security grant, our school district has received security cameras. The fundamental purpose of the security cameras is to maintain a safe and secure school environment. It is important to remember that security cameras alone do not make schools safe. Good communication and positive relationships make schools safe for students and staff. Cameras cannot replace the importance of students and staff taking responsibility for the proper treatment of people and property. However, security cameras can be an effective deterrent of unacceptable behavior. The surveillance cameras will primarily be used as a reactive tool (used to investigate after an incident has occurred). They will not be excessively used to monitor students and staff.

Cameras will be placed inside and outside of our schools. Due to privacy concerns, only administrators and those approved by an administrator are authorized to view the tapes.

High School Evacuation Procedures

Teachers need to refer to specific guidelines as referenced in their Teacher Handbook.

I. Fire Drills

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. Practice fire drills will be held eight times throughout the year.

- A. When the fire alarm sounds, students will immediately leave the room in an orderly manner.
- B. Running is not permitted.

II. Tornado Drills

- A. The alarm will be given over the P.A. system or by messenger.
- B. All teachers will take their classes to their designated areas and sit on the floor next to the wall. Keep away from windows and glass.
- C. No one is to leave the building.
- D. Keep calm and follow instructions and procedures that are posted in your classroom.

III. Building Evacuation

JJJ. An announcement will be made over the P.A. system to evacuate the building.

KKK. Students will evacuate the building by class at the designated exit.

LLL. No one is permitted to go to their lockers for any reason once an evacuation has begun.

MMM. Students are to remain with their teacher in the designated area until an all-clear is given.

NNN. The consequence for calling in a bomb threat is expulsion from the Olivet Community Schools and criminal prosecution. It is now a felony that carries a \$2000 fine and up to four years in prison.

IV. Lockdown

- A. An announcement will be made over the P. A. system to lockdown the high school.
- B. Students will not be allowed to leave the classroom for any reason.
- C. An all-clear will be given when the lockdown is over.

Student Activities and Services

I. After-School Use of the Building

- A. Students are not to be in the school at night or during the weekend unless under the supervision of a faculty member or another adult.
- B. Students participating in athletics and other extra-curricular activities should not be in the building or using school equipment unless under the supervision of a faculty member or another adult.
- C. These activities must have administration approval.
- D. Students are not to leave personal items unattended; the school cannot take responsibility for lost or stolen items.

II. Assemblies

Educational and entertaining assemblies are held throughout the school year.

- A. Courteous attention is expected.
- B. The accepted form of applause is hand clapping.
- C. Whistling, stomping of feet and booing are not acceptable.
- D. Students who do not conduct themselves properly will be excused from the assembly and could lose the privilege of attending assemblies for the remainder of the year and/or receive appropriate disciplinary action.
- E. Students with deep religious or moral convictions regarding a particular assembly will be excused upon request.

III. Dances

Various clubs and groups in school sponsor dances after basketball and football games and at other times during the school year.

Dance Rules:

1. All school rules are in effect. Dances are a privilege, not a right.
2. Once students leave a dance, they may not return.
3. Students may be denied entry to a dance if they arrive over 30 minutes after the dance started.

All Olivet High School students are encouraged to attend our dances. Dances are held in the middle school gym or the high school balcony. The student group sponsoring the dance must obtain four chaperones in order to hold the dance. Administrators and adult sponsors/advisors are not included in the four-chaperone total. Dance hours are 9:00-11:00pm, unless approved by the principal or assistant principal. OHS students are responsible for the behavior of any guest that comes to Olivet High School. OHS students could be subject to loss of extra curricular activities, detentions, or suspensions based on the offense committed by the guest. Students who obtain a guest pass under false pretenses will also be subject to disciplinary action. Guest passes written for students out of high school must be the boyfriend/girlfriend of the Olivet High School student.

IV. Lost and Found

If you lose an article or book, check the lost and found location in the main office. Please turn in any books or articles you find.

V. Lunch Program

The cafeteria is in operation for the use of the students and faculty. Prices are established by the Board of Education.

- A. Students will stay in the proper line and will not cut in front.
- B. Those who eat in the cafeteria are expected to help keep it clean and sanitary. Those who do not abide by the regulations may be assigned lunch detentions.
- C. Any student causing damage through misuse of the cafeteria will lose the privilege of using the cafeteria. Parent/s will be contacted.
- D. Theft of food in the cafeteria line will be cause for loss of cafeteria privileges, and possible suspension as stated in the School Behavior Code.
- E. Olivet High School will enforce a closed campus. Students will not be allowed to leave the building during the lunch period, except for seniors. (See Driving and Parking Regulations).
- F. Students may take their lunches to a teacher's room if the teacher approves and supervises that time.

VI. Use of the telephone, calls from class and deliveries

- A. The use of the school telephone, except in emergency cases or on school business, is NOT permitted.
- B. Necessary messages will be taken at the office and delivered at the close of the class period.
- C. No student will be called from class to answer the telephone unless the call is of a serious or urgent nature.
- D. Deliveries will be made to a student during non-class times.

VII. Textbooks

Textbooks are furnished to students in the Olivet Community Schools.

- A. Students are responsible for books issued to them for their use.
- B. Lost books are paid for in the high school office.
- C. A fine will be assessed to cover the cost of repair or replacement of damaged books. Report Cards/schedules will be held until fines are paid.
- D. The student will put his/her name on the nameplate on the inside cover of the book.

VIII. Fines

In order to responsibly manage the resources entrusted to our school district, fines will be assessed to students for lost or damaged school property, including but not limited to books and/or equipment. Report cards and schedules will be held until the fines are paid. In addition, attending the graduation ceremony and other privileges may be withheld from students owing fines by the principal with approval of the Superintendent. Under certain circumstances, a student may be suspended for theft if school equipment is not returned or reimbursed.

IX. Visitors

Students will not be allowed to bring visitors from other schools or persons who are out of school to spend the school day with them.

X. Posting Privileges

Approval for posting privileges will be granted to individual students, recognized school sponsored organizations, as well as community groups whose activities are of benefit to the student body. In order for a sign to be posted it must be approved by the principal, and may only be posted on the C Wing bulletin board across from the athletic office. The posting must be dated and removed within 24 hours of the event by the posting organization or individual. The school reserves the right to deny posting privileges or to remove posted material considered not in the best interest of the school.

XI. Equal Opportunity

All policies and procedures adopted by the Olivet Community Schools are intended to be fair, reasonable, and for the good of the schools and of the students. All policies are intended to comply with federal law and the constitutional rights of individuals. Race, religion, sex, national origins, and handicap will not be grounds for denying participation in classes or programs for which a student is otherwise eligible. Complaints of such discrimination must be made in writing to the principal of the school by parents on behalf of their children or by adult students on their own behalf. The principal will respond to properly made complaints within ten school days.

XII. Family Educational Rights and Privacy

- A. **School Records:** School records are open to review by parents or adult students. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to the school principal. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.
- B. **Directory Information:** "Directory Information" consists of student's name, address, telephone number, date and place of birth, major field of study, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended by the student. The information is usually given to newspapers when they print stories on student accomplishments. It may be used in school publications and provided to parent-teacher committees. Directory Information may be requested for members of graduating classes by prospective employers, postgraduate schools and colleges, and by armed forces recruiters. If a parent does not want this information distributed, he/she must tell the principal to take the child's name off the listing of directory information. Adult students (18 years of age and older) must request the "un-listing" of directory information on their own. School records are sent upon the request of receiving schools when a student transfers.
- C. High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

XIII. Title IX

"Olivet Public Schools will not discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments."

If any person believes that Olivet Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title IX Coordinator at the following address:

**Olivet Community Schools
Superintendent
255 First Street
Olivet, MI 49076
Phone (269) 749-9953**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally on a verbal basis with the Local Title IX Coordinator, who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

STEP 1: A written statement of the grievance, signed by the complainant, shall be submitted to the Local Title IX Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

STEP 2: If the complainant wishes to appeal the decision of the Local Title IX Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

STEP 4: If, at this point, the grievance has not been satisfactorily settled, further appeals may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20201.

XIV. Nondiscrimination

The Olivet School Board is committed to a policy of nondiscrimination with regard to religion, race, color, national origin, age, sex, height, weight, pregnancy, disability, or marital status. This policy shall prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business.

The staff shall establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living.

The board and staff shall promote good human relations by removing any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

The Board and staff shall use every opportunity to work with other institutions and agencies to improve human relations in the schools, and to create channels through which citizens can communicate their human relations concerns to the Board and its employees.

Transportation Handbook

It has been the policy of the Olivet Community Schools to provide safe transportation to all Olivet students. Olivet buses travel over a quarter million miles yearly. In order to continue providing safe transportation of our students, we need the cooperation of everyone involved.

This handbook is being made available to explain the Transportation Departments rules and regulations that everyone should know. We urge parents and their children to read this pamphlet carefully, making certain that they understand the material, particularly in the areas of conduct and regulations. The transportation office is open daily during the school year at 6:00 A.M. The office telephone number is (269) 749-4541.

In case of extreme weather conditions when regular education buses are not traveling the roads, Special Education buses will also not be running. To receive information in regards to school closing information, please tune in to the following stations before calling our office. This will help keep the phone lines open for emergency calls.

Radio Stations:

WKFR FM 103.3	WRKR FM 107.7	WKMI AM 1360
Z 101.7	WBCK AM 930	WMMQ FM 94.9
WNWN FM 98.5	WFMK FM 99.1 or 97.5	NEW 106
WITL FM 100.7	WJIM AM/FM	

Television Stations:

WLNS TV 6	WOOD TV 8	WILX TV 10
WOTV 41	FOX 47	WLAJ 53

Special Note: In an effort to ensure a safe and orderly ride for our students, the Transportation Department utilizes four (4) video surveillance cameras that are rotated among our buses. These tapes are confidential and may be viewed at the Operations Office, only by those parents whose children are directly involved in a transportation issue.

OLIVET COMMUNITY SCHOOLS TRANSPORTATION POLICIES AND PROCEDURES

1. The transportation supervisor shall have the responsibility for supervising the transportation program and establishing bus stops and will do so in full compliance with the laws pertaining to such.
2. It is the mutual responsibility of the parent/guardian and district personnel to make a reasonable effort to understand transportation guidelines and cooperate with school personnel with regard to pupil transportation. Parents/guardians are responsible for their student's transportation if bus-riding privileges are withdrawn.
3. Parents/guardians are responsible for their child's conduct at the bus stop.
4. Parents/guardians are responsible for getting their child to and from the bus stop.
5. All kindergarten students will be picked up at regular bus stops and will be returned as near as possible to their homes.
6. All middle school and high school students may be required to walk up to one half mile to a bus stop or to the attended school. Elementary children may be required to walk up to one quarter mile provided that, at all times, the safety of the students is taken into consideration. Distances walked on private roads or driveways to a designated bus stop will not count toward the one half mile and the one-quarter mile limits. Exceptions may be made for students with special medical needs.
7. Buses will not travel on private roads or driveways since they are very heavy and can easily damage roads.
8. If a child is the only student assigned to his/her bus stop, it would be appreciated if the parent/guardian would call the transportation department if that child will not be riding the bus to school (i.e. illness, other arrangements, out of town, etc).
9. No student will be suspended from a bus en route to or from school. In extreme discipline cases, a student may be required to return to the school or bus garage where alternative transportation arrangements will be made.
10. A driver, without the consent of the Transportation Supervisor, will not change a designated bus stop.
11. No new stops shall be initiated unless the Administration believes:
 - A. The distance is greater than one half mile for middle or high school students and one quarter mile for elementary students provided that, at all times, the safety of the student is taken into consideration.
 - B. There are too many students for that particular location in the judgment of the transportation supervisor.
 - C. Legitimate safety concerns cannot otherwise be satisfied.
12. Parents/guardians have the responsibility to identify a single AM pick-up and a single drop off location per semester. A bus stop will be assigned within the prescribed walking distance.
13. If your child will need to ride a bus other than the one to which he/she is assigned please call the Transportation Department to make certain that there will be room on the bus for your student. You are required to sign and date a note

outlining bussing arrangements, which your child will take to the school office. Office personnel will initial the note and write a blue bus pass that your child will need in order to get on the bus. Your child will need to hand the bus pass to the driver. No child will be allowed to ride another bus to a different bus stop without a bus pass. Following this procedure helps school staff members to know where your child is in case of an emergency. Alternative busing arrangements for high school students (9th – 12th), require a parent phone call to the bus garage as no blue bus passes are given to high school students.

14. Walking distances may be adjusted periodically as road conditions merit such a change.
15. Parents/guardians of kindergarten students may identify a maximum of two (2) baby sitters per year. The baby sitter's residence must be located on an existing bus route.
16. If for some reason you are not at home when young students are to be dropped off, the students will be returned to Fern Persons Elementary School to the Daycare program until you are able to pick them up. There will be a fee for this service.
17. If they so choose, Schools of Choice students will be allowed to ride an Olivet Community School bus by meeting the bus at an established bus stop designated by the Olivet Transportation Department.

STUDENT RESPONSIBILITY AT THE BUS STOP

1. Your prompt arrival at the bus stop is appreciated. Students are to be at their designated bus stop at least five (5) minutes before the designated pick up time (earlier in inclement weather). Please plan on arriving ten (10) minutes earlier the first two (2) weeks of school. Wait ten (10) minutes after the designated pick up time before calling the Transportation Office.
2. Students are to stay out of the roadway while waiting for the bus. Students are to refrain from pushing, shoving, fighting or any other inappropriate behavior while at the bus stop.
3. Students are to wait at least ten (10) feet back as the bus approaches the designated stopping area. Students are to wait until the bus service door opens or until the driver honks their horn before approaching the bus.
4. Students needing to cross the street must cross in front of the bus only when directed to do so by the bus driver. At no time is a student to walk towards the back of the bus or to check mailboxes.
5. Students must remain seated until the bus comes to a complete stop.
6. Students must leave the bus only at their designated stop. In order to leave the bus at a destination other than their assigned stop, a student must present the bus driver with a written permission note (blue bus pass), signed by the school office.
7. If a student is suspended from the school bus, this includes all bus transportation to and from school. Additionally, students who are suspended from the bus may, at the discretion of the building administrator, find themselves suspended from other transportation provided by the school district (i.e. sporting events, band, choir, and field trips).

STUDENTS RESPONSIBILITIES ON THE BUS

1. The bus driver is responsible for the bus and passengers at all times. Students should follow the driver's directions. If there is a misunderstanding between the driver, student and/or parent/guardian, the matter should be brought to the attention of the building administrator or the transportation supervisor.
2. Students are to enter and leave the bus only through the front door except in case of emergency and at the direction of the driver.
3. Students will remain seated while the bus is in motion.
4. The driver is authorized to assign seats to an individual or the whole bus, as necessary.
5. Students are to keep conversations at classroom level. Loud and disruptive talk or noise can easily distract the driver.
6. Students may not sell or distribute anything on the bus.
7. Students should not extend any part of their body out an open window.
8. Students are to help keep the bus clean. Students are prohibited from throwing objects on the floor or damaging the bus in any way. **No** eating, drinking, or gum chewing allowed on the bus.
9. Students are prohibited from spitting in or out of a school bus.
10. Use of cell phones on school buses is prohibited. If the driver observes a student talking on a cell phone, it will be confiscated and the parent/guardian will be required to reclaim the phone at the bus garage.
11. Students are prohibited from possessing tobacco products, matches or lighters on the bus.
12. Students are prohibited from carrying weapons, unsafe items (such as glass containers) or playing with sharp or potentially dangerous items on the bus.
13. Students are prohibited from possessing illegal substances on the bus.
14. Students must not be profane, racially derogatory, or otherwise demeaning to himself or others. Profanity and lack of respect towards the driver and/or other students will not be tolerated.
15. Students may not transport animals of any kind on the bus.
16. Students are only allowed to carry items on the bus that can be held safely in their laps while riding the bus.
17. Inappropriate displays of affection and/or physical contact is not considered acceptable behavior at Olivet Community

- Schools and is not permitted on the school bus.
18. All personal items must be kept in a backpack/bag. The Transportation Department is not responsible for lost or stolen items.

CONSEQUENCES FOR VIOLATION OF RULES AND REGULATIONS

Students who persist in breaking the rules are endangering other student's lives by distracting the driver. These students will not be allowed to ride the school bus. When a student is referred to an Administrator for any type of alleged misconduct he/she can expect the following to happen (the order and action required may vary with the type and seriousness of the complaint and steps may be skipped due to the severity of the students actions).

WARNING VIOLATIONS

1. Refusal to follow driver's instructions
2. Failure to remain seated
3. Eating, drinking or gum chewing on the bus
4. Littering
5. Heads, hands or feet out of the bus
6. Failure to keep hands off other students and their possessions
7. Inappropriate behavior as noted by the driver

WARNING CONSEQUENCES

1st Violation

Verbal warning by the driver (driver will contact parent/guardian)

2nd Violation

Written warning by the driver, distributed as follows:

- 1 copy of notice to the transportation supervisor immediately after run
- 1 copy of notice to the parent/guardian
- 1 copy of notice to the school administrator/teacher
- 1 copy of notice to the driver with parent/guardian's signature to return to the bus

3rd Violation

Written notice from the driver, copies distributed as above

Next day suspension from the bus

Driver will contact parent/guardian immediately after run

4th Violation

Written notice from the driver, copies distributed as above

Three (3) day suspension from the bus

Conference with the student, parent/guardian, building administrator, and transportation supervisor as needed

5th Violation

Written notice from the driver, copies distributed as above

Five (5) day suspension from the bus

Conference with the student, parent/guardian, building administrator, and transportation supervisor

6th Violation

Written notice from the driver, copies distributed as above

Expulsion from the bus for the remainder of the semester (minimum 10 days) referral to transportation supervisor for reinstatement of privileges

Certified letter from transportation supervisor noting suspension

Warning violations are cumulative and will carry over from first to second semester.

violations that occur within the last ten (10) days of the school year will carry over to the following school year.

SUSPENSION VIOLATIONS

1. Fighting
2. Destruction of school property
3. Possession of tobacco products, playing with matches or lighters
4. Physical and/or verbal abuse of the driver or other students
5. Unauthorized use of emergency exits

6. Throwing or shooting things in or out of the bus
7. Spitting on, tripping or shoving another student
8. Potentially dangerous behavior noted by the driver
9. Assault and Battery

1st Violation

Written notice from driver, copies distributed as above

Three (3) day suspension from the bus

Conference with student, parent/guardian, building administrator and transportation supervisor

2nd Violation

Written notice from the driver, copies distributed as above

Five (5) day suspension from the bus

Conference with the student, parent/guardian, building administrator and transportation supervisor.

3rd Violation

Written notice from the driver, copies distributed as above

Expulsion from the bus for the remainder of the semester (minimum 10 days)

Referral to transportation supervisor for reinstatement of privileges

Certified letter from the transportation supervisor noting suspension

4th Violation

Expulsion from the bus for the remainder of the semester (minimum 15 days)

Reinstatement of bus riding privileges will require School Board approval

Drivers will deal with any infractions requiring a one (1) day suspension from the bus regardless of the length of the suspension; the driver is expected to make the initial phone contact with the parent/or guardian. Building and/or district administrators will administer all violations requiring more than a one (1) day suspension of privileges. It is the responsibility of the parent or guardian to make alternative arrangements for their son/daughters transportation to and from school during the suspension period.

Suspension violations are cumulative and will carry over from first to second semester. Violations that occur within the last ten (10) day of the school year will carry over to the following school year.

All disciplinary actions will take into consideration the student's overall disciplinary record both in school and on the bus. Steps can be skipped due to the severity of the student's action.

POSSESSION OF A WEAPON

In order to help ensure the safety of our students, our Board of Education has approved a new weapons policy in compliance with new state laws. It states "Students in possession of a dangerous weapon/firearm (such as guns, including BB guns and CO2 weapons, knives over 3 inches, etc.) and/or who commit arson or rape on District grounds in the District Building, or at School sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency".

SPECIAL EDUCATION STUDENTS

Olivet Community Schools transports students attending classes in a variety of locations in Battle Creek. Because of the special problems these students deal with, particular attention is devoted to their transportation. However, there are rules that these students and their families must follow for a safe and smooth operation.

1st Offense

Verbal report from the driver and recorded on a card at the bus garage
(driver will contact the parent/guardian)

2nd Offense

Written warning and recorded on a card at the bus garage

3rd Offense

Two (2) day minimum suspension

4th Offense

May have anywhere from a two (2) day up to a two (2) week suspension. The same bus disciplinary rules apply to these students (described above) as for regular education students.

COMMUNITY INFORMATION

As a school community, we are very concerned about the increase in social problems amongst many of our students. We try to assist students in an appropriate manner, but there are many issues that schools cannot or should not be very involved with. The

following information is intended to help parents and students find assistance in areas of concern to them.

Substance Abuse

Eaton County Substance Abuse 517-543-2580
Gateway in Battle Creek 269-964-7121
Gateway in Lansing 517-351-4000
Eaton County Health Department 517-543-2430

Other Sources of Assistance

RAP LINE (Runaway Assistance) 1-800-292-4517
Eaton County Counseling Center 517-543-5100
Child Protective Services 269-966-1331
Safe Place in Battle Creek 269-965-7233
Olivet Police Department 269-749-9961
Eaton County Sheriff 517-543-3510
Calhoun County Sheriff 269-781-9801

5
7
6
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
25
24
27
26
29
28
31
30
33
32
34
35
36
37
38
39
40
41
42

43
44
45
46
47

48
49
50
51
4
3
52

A 94-100

C+ 77-79

D- 60-62

A- 90-93

C 73-76

E 0-59

B+ 87-89

C- 70-72

G = Credit

B 83-86

D+ 67-69

H = No credit

B- 80-82

D 63-66

I = Incomplete