



**MONTAGUE AREA
PUBLIC SCHOOLS**
EDUCATION IN THE RIGHT DIRECTION

Montague High School

Parent and Student Handbook

2022 - 2023



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INTRODUCTION

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook bookmarked for frequent reference by you and your parents/guardians. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Montague Board of Education and the Montague Area Public School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. In addition, this hard copy version of our handbook is also accessible on-line and through mobile version on smartphones and other electronic devices and can be accessed through our MAPS website. Please note that this hard copy version should encourage you to visit the digital online version so that you can gain more detailed information as needed.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2018 the language in the most current policy or administrative guideline prevails.

Mission Statement:

Montague High School; preparing students to be college, career, and life ready.

District Mission Statement:

It is the mission of Montague Area Public Schools to educate and inspire all students to become Motivated, Articulate, Productive and Successful citizens for today, tomorrow, and forever.

Administrators:

- Curt Hansen, Principal
- Jay Mulder, Assistant Principal/Athletic Director

TRUE BLUE TO THE CORE

Throughout the 2017 - 2018 school year, students, parents and staff created a shared vision for school wide expectations and positive culture at Montague High School.

Here is a link to our [**TRUE BLUE TO THE CORE**](#) behavioral expectations.

PBIS

Positive Behavior Intervention and Supports is a team and ongoing culture within our building. The PBIS team creates Tier 1, 2, and 3 interventions and supports to help all students achieve at their very best academic level. For more information regarding what PBIS is, [click here](#).

ACADEMICS

ACADEMIC INTEGRITY

The administration and teaching staff believe that students have a significant responsibility in the area of honesty and integrity regarding all schoolwork. Teachers will do everything in their power to encourage individual effort from all students in their classrooms. Because of this belief, students who are caught cheating and using any form of plagiarism will face a variety of consequences ranging from failure of the work in question to loss of credit for the class.

CHEATING AND PLAGIARISM

Cheating is when a person misleads, deceives, or acts dishonestly on purpose. Plagiarism is a form of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. There are many forms of plagiarism, including but not limited to:

- using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
- presenting the sequence of ideas or arranging the material of someone else even though the material is expressed in one's own words, without giving appropriate acknowledgment
- submitting an assignment created or written by someone else but representing it as one's own
- Unauthorized use of a electronic device to aide and use in cheating

The administration and teaching staff believe that students have a significant responsibility in the area of honesty and integrity regarding all schoolwork. Teachers will do everything in their power to encourage individual effort from all students in their classrooms. Because of this belief, students who are caught plagiarizing or cheating will face a variety of consequences ranging from failure of the work in question, to loss of credit for the class, to long-term suspension.

GRADES (Board Policy 5421)

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Specific grading information will be provided at the beginning of each semester on the course syllabus.

CREDITS NEEDED TO GRADUATE (Board Policy 5460)

All students need a minimum of 18 credits to graduate with incoming freshmen needing a minimum of 19 credits. Students must complete all academic requirements to receive a Montague diploma. Under regular circumstances, students can earn 6.25 credits per year (6 from regular classes plus 0.25 from seminar.), totaling 26 credits during their high school career. All semester classes count as 0.5 credits. THE PRINCIPAL MUST approve any deviations from the graduation requirements.

GRADUATION REQUIREMENTS (Board Policy 5460)

Graduation from Montague High School means that a student has satisfactorily completed the prescribed courses of study in accordance with his/her respective abilities and has completed requirements as prescribed by the Montague Board of Education and the State of Michigan. The educational program of the Montague Area Public School district is designed to be completed in

thirteen years, culminating in the awarding of a diploma. Whenever possible, the school district will provide opportunities for a student to complete the program within the prescribed thirteen years.

To qualify for a diploma under the usual conditions, a student must

- Have been in attendance 9th – 12th grades or a minimum of eight semesters, or be able to verify thirteen years of school attendance.
- Must complete the required State Assessments.
- In order to graduate early, students must meet board and state graduation requirements. Additionally, a student must submit an Early Graduation Application to the building principal.
- Be enrolled in six subjects each semester of the eight required semesters.
- Complete the minimum credits for graduation, including:

A complete list of MHS graduation requirements, Montague High School course offerings, Advanced Placement Courses and other Counseling Department information can be found in our [Montague High School Course Guide](#).

Montague High School graduation ceremony is a privilege not a right. If a student's conduct warrants behavior consequences, the right to walk at graduation and convocation ceremonies can/will be withheld. Administration has the right to make this decision based on the event. A student's right to walk can be tied to their True Blue CORE score and/or attendance.

CREDIT STRUCTURE

The following summarizes the credit structure utilized for academic promotion. Students enrolling in MHS for the first time, will be classified by grade level after review of the transcript and Michigan Merit Curriculum (MMC) requirements.

August-Through the Beginning of the School Year Less than 4.75 = Freshmen

August-Through the Beginning of the School Year 4.75 - 9.25 = Sophomore

August-Through the Beginning of the School Year 9.5 - 14.25 = Junior

August-Through the Beginning of the School Year 14.5 or greater = Senior

SCHEDULING

For information regarding scheduling and courses Montague High School offers please visit our [MHS Course Guide](#).

Information covering the procedures for selecting courses for the following year will be sent home. Counselors and teachers are available for academic advising prior to the deadline for selection of courses. A course description book with a list of suggested courses is also available as part of the registration process, as is information on-line at the MAPS website. Schedules are based on the student's needs and available class space. It is the belief that when students schedule in the spring for the following school year, their schedule will not be altered. Any changes in a student's schedule should be handled through the counseling office. Students will not be permitted to drop/change classes due to friends schedules, desired lunch, or teacher preference. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites.

- Students may add and/or drop classes in the first three days of each semester for:

- A mistake in their schedule, an empty hour, a class which has already been taken, or a class which was failed and needs to be re-taken.
- After the three day window, changes can only occur with administrative approval.
- Students are not permitted to drop a course to protect their GPA. This includes AP courses.
- Students are not allowed to request schedule changes due to a lunch period, a teacher change, or to request a different order of classes.

STUDENT ASSESSMENT (Board Policy 2623)

The state of Michigan requires all high school juniors to take a statewide assessment which will include the SAT. It is a Montague graduation requirement that students receive a valid score on all mandatory state assessments. This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

STUDENT SERVICES

STUDENT SUPPORT NETWORK

Montague High School pursues an intentional effort to ensure a sense of belonging and success for all students.

We believe . . .

- every student should feel welcomed into the school community;
- every student has the right to feel safe physically, socially, emotionally, and academically;
- it is the district's responsibility to provide a system of delivery from which each student has the potential for high levels of success;
- all adults in the district can work collaboratively to establish a blanket of safety comprehensive enough to cover every space and every person in every school;
- each student reaches his/her potential as result of an equitable but not equal system of delivery, i.e., a system that responds to the unique and individual academic and non-academic needs of each student within its charge;

- each student must receive social, emotional, health, behavioral and nutritional support on a continuum of intensity that is matched to individual student need;
- each student's values, beliefs, individual backgrounds, and identity must be embraced and celebrated; and, finally,
- that technical improvements in teaching and curriculum are necessary and that they are unlikely to be put to work for the benefit of students unless they are supported by a positive organizational climate, and culture.

At its core foundation, the district recognizes how critical it is to develop a meaningful, positive relationship with each student in order to exercise academic press and influence. The district's Intense Student Support Network ensures that we positively impact every student for whom we as a district have the privilege of serving. The norms of our Intense Student Support Network are:

1. Care – Every adult supports every student and is unwilling to allow a student to flounder or to fail.
2. Support - If students are to build confidence and willingness to invest themselves, their participation in academic tasks must be accompanied by personal support from teachers.
3. Safety - While expectations are clear, firm, and consistently enforced, action is centered on students as persons not simply as occupants of the institution of school. Students are seen as resources to be developed rather than as problems to be managed.
4. Membership – Engaging students in a variety of ways, so that they are not just physically present, but intellectually immersed, socially connected, and emotionally centered.

Education of Students with Disabilities (Board Policy 2460)

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program until the end of the school year. For purposes of complying with Section 505, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the counseling or front high school office. For more information regarding Special Education visit the [North Service Unit](#), which oversees all special education for the Northern Muskegon County Schools.

Limited English Proficiency (Board Policy 2225)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the front office to inquire about evaluation procedures and programs offered by the District.

Homebound and Hospital Instruction (Board Policy 2412)

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For more information on homebound or hospital instruction, please contact a high school counselor.

Personal Curriculum (Board Policy 5460)

A personal curriculum may be requested for a student that modifies certain areas of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. Please contact your counselor or special education caseworker if you are a student with an IEP for more information regarding Personal Curriculum.

Withdrawal From School (Board Policy 5460)

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent or guardian.

ATTENDANCE**ATTENDANCE PHILOSOPHY**

The Board of Education believes that regular attendance is required for promotion and success in schoolwork and that excessive absences negatively affect a student's academic performance and the overall classroom environment. Participation in classroom activities, discussions, lab experiences, and certain other interactions are beneficial for everyone in the classroom and are all necessary ingredients of the learning process. All students that are under the age of 18 are required by law to attend school. Both students and parents share responsibility for regular and prompt attendance.

ATTENDANCE POLICY

The Montague Board of Education, pursuant to the authority granted by the statutes of the State of Michigan, has adopted district [Attendance Policy](#), which sets forth certain attendance requirements for students of the Montague Area Public Schools and establishes procedures and sanctions concerning those requirements. In order to facilitate the efficient functioning of that policy, the Board of Education resolves the following:

1. The building principal is charged with the responsibility and given the authority to interpret and enforce district [Attendance Policy](#).
2. The building principal shall have the authority to order the suspension or removal from school of a student who is in violation of district Attendance Policy, subject always to the ultimate power of the Board of Education to hear and decide an appeal established under the policy, when such an appeal is requested by the student and parents/guardians.

ABSENCE DEFINITIONS

Absences are either excused (EA), school related (SR), Exempt (XT), Medical (DR), or unexcused (UA); however, absences happen for a variety of reasons. To determine the reason for the absence and to ensure consistency in interpreting the policy, a high school administrator will be responsible for identifying what type of absence has occurred.

Excused Absences (EA):

An excused absence occurs when a parent or guardian notifies the school within two days (48 hours) of the absence. Examples of Excused absences include illness without medical documentation, family obligations, vacations, hunting trips, etc. It is the opinion of the school district that absences of these types should be planned to coincide with scheduled school vacation time. However, if this is not possible, the absence must be prearranged by contacting the appropriate administrative secretary. Excused absences are reflected when calculating CORE Score.

Other Excused Absences:

1. School-related absence (**SR**): Students miss a class and are out of the building because of school-generated activities (sports events, field trips, etc.).
2. Suspension (**IS/OS**): A student has been denied attendance by the administration for disciplinary reasons.
3. Exempt absence (**XT**): Students who have school in the morning with MHS but may not have school in the afternoon with MCTC would be exempt from attendance in the afternoon.

Medical and Documented Absences (DR):

A medical or documented absence occurs when parents or guardians have notified the school within two days (48 hours) of the absence and produced documentation that supports the absence. Examples include illness that requires a doctor visit or hospitalization, recovery from surgery or accident, deaths and funerals of immediate family, college visits (limit of two junior and senior year), court appointments, professional appointments (that could not be scheduled outside of the regular school day), and observation or celebration of a bonafide religious holiday. These types of absences will not count against a student in regards to their CORE score.

In all types of excused absences, students are allowed to make up the missed work, but it is their responsibility to obtain the assignments from teachers and to complete the work in a timely manner. Generally, one make-up day will be allowed for each day of absence unless the teacher and the student make other arrangements.

Unexcused Absences (UA):

For unexcused absences, students will be allowed to make up work for credit.

The following are examples of unexcused absences:

1. Not having a parent or guardian notify the school within two school days of the absence
2. Missing a class or leaving school during the school day for any reason without first receiving permission from the office
3. Missing class as a result of using transportation other than a school bus
4. Oversleeping, missing the bus, etc.
5. Arriving to class more than 10 minutes late without an acceptable excuse
6. Skipping a class (A student intentionally chooses not to attend the class.)

The school will make every reasonable effort to notify the parent/guardian when the student is unexcused; however, failure to notify the parent/guardian does not excuse the student. Please be sure that all phone numbers are accurate and current so that the automatic caller is alerting parents/guardians of students absences. Unexcused absences are reflected in a student's CORE Score.

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PARENT GUIDE

Muskegon County and the Muskegon Area Intermediate School District are working together with school districts to ensure exceptional attendance in all our schools. It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life. Please click this link for the [Parent Guide: School Attendance and the Law](#).

TARDY POLICY

It is the expectation of the school that instruction begins promptly after the bell rings. Because arriving late to class is disruptive to the instructional process, students are expected to be in class on time. Tardiness occurs when a student enters the classroom after the bell has rung within 10

minutes into the class. Tardiness can occur in all hours of the day including first hour at the beginning of the school day. If any student arrives to a class more than 10 minutes into the hour, that action will constitute a skip. A teacher will record an Unexcused Absence (AU) for any student who arrives more than 10 minutes late to class. An Unexcused Absence is considered a "skip" unless excused otherwise. Repeated tardiness will result in student/teacher conference, detention, student/parent meeting with administrator. [2022 - 2023 Tardy Acknowledgment Form](#)

TRUANCY POLICY

Montague Area Public Schools will strictly follow the guidelines for truancy set by our Muskegon Area Intermediate School District and Operation Graduation. Operation Graduation is a collaboration with the Muskegon County Prosecutor's office, Department of Human Services, Mediation & Restorative Services and district Family Resource Centers.

A consistent countywide focus is necessary because:

- Students who have good attendance, generally achieve higher grades, enjoy school more and are most employable after leaving high school.
- Students who miss too much school often struggle throughout their academic career and may be less likely to graduate.

This collaborative effort focuses on early intervention and individual family needs. It gives the opportunity for all students to succeed. Being in school, every day, is critically important.

Please click [here](#) for further information on [Operation Graduation](#) from the MAISD.

HEALTH AND SAFETY

EMERGENCY PROCEDURES

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock down drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the MHS Front Office.

Information sheets stating directions to follow in the event of a tornado, fire drill, lock-down, or evacuation are posted in each classroom. Students will be notified of an emergency by a fire alarm, tornado alarm and/or P.A. announcement. Attention and cooperation are necessary during all drills and emergencies. Teachers will give further instructions about leaving the building during emergencies. In case of an emergency, students must remember to be quiet and follow all instructions of teachers.

STUDENT RESPONSE DURING EMERGENCY SITUATIONS

Students must not obstruct school personnel during a crisis situation such as a medical emergency or a physical altercation. Students are expected to immediately leave the area and not contribute

negatively to the situation. Students who interfere with the efforts of school personnel will be subject to disciplinary action.

The state of Michigan requires all public schools to hold 5 fire drills, 2 tornado drills, and 3 lock down drills, one of which must be non-standard.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations, and notice will be posted on the school website: <http://www.mapsk12.org/>. We also can be followed on Facebook <https://www.facebook.com/mapsk12/> for emergency closings and delays.

COMMUNICABLE DISEASE (Board Policy 8450)

The school will observe recommendations of the Muskegon County Health Department regarding communicable diseases.

INJURY AND ILLNESS (Board Policy 8442)

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the students should remain in school or go home. No student will be released from school without proper parental permission. Students should contact parents/guardians from a school phone. If they use their own phone to contact parents during the school day, the student will be subject to a cell phone violation.

PERSONAL DELIVERIES

Personal items (balloons, flowers, and gifts) delivered to the school must be left with the receptionist. These items must stay at the receptionist's desk during school hours. A student may pick these items up at the end of the school day.

VISITORS (Board Policy 9150)

To maintain a safe and orderly environment at our school, visitors are monitored closely. All visitors to the building must sign in at the reception area. Students are not permitted to have student visitors in the school. Special accommodations may be made for unusual circumstances upon parent request. Parents should contact the administration to receive approval and make arrangements at least ten days prior to the visit. In most cases, visitors from neighboring districts will not be permitted. The administration reserves the right to refuse any visitation.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

MANDATED REPORTERS (Board Policy 8462)

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

To report neglect or abuse visit the [Child Protective Services Website](#) or call 1-855-444-3911.

MEDICATION (Board Policy 5330)

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Asthma/Inhalers and Epipens (Board Policy 5330)

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the principal and updated annually.

STUDENT CONDUCT AND DISCIPLINE**Student Discipline and Student Conduct**

Respect for law and for those persons in authority is an expectation for all students. This includes adherence to school rules as well as general provisions of the law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The following list is offered as a guideline of consequences for unacceptable behavior (but is not limited to), and is not intended to be all-inclusive. These policies are applicable to all school-related

activities and also apply while the student is on school property, before or after school, en route to and from school on district provided transportation. Administrative discretion may be applied depending on the specifics of the infraction.

The behavior matrix (www.mhs.studenthandbook.com) will be used as a set of guidelines when determining consequences for behavioral infractions.

Before suspending or expelling for any offense (except for possession of a firearm), the following **7 factors** will be considered:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their guidance counselor or assistant principal.

Student Code of Conduct

The Student Code of Conduct applies to any student who is on school property, at a school-sponsored activity, or in a school vehicle. The Code also applies to a student's conduct at any time or place when or where it may interfere with or obstruct the mission or operation of the

Montague Area Public Schools, or the safety, welfare, or emotional well-being of students, visitors, or district employees.

Students are expected to be familiar with the Code of Conduct adopted by the Board of Education. Copies of the Code are available in the principal's office. In addition, any conduct by a student, on or off district premises, which causes other students or employees to have reasonable fear for their physical safety or emotional well-being shall be the basis for short- or long-term suspension or expulsion from the Montague Area Public Schools.

Generally, the district follows a system of progressive discipline, which is intended to assist students in developing the self-control necessary to comply with the Code of Conduct, Board policy, and state laws. This handbook, in some instances, describes the level of discipline that will be imposed for specific violations of this Code. However, the administration and the Board reserves the right to recommend or impose more serious discipline than that stated in this handbook in circumstances where there are aggravating factors or where the first-time violation is serious in nature. In other words, there may be circumstances in which the student's first-time offense is deemed so serious that long-term suspension or expulsion will be recommended.

Students may not engage in name-calling, ethnic or racial slurs, or derogatory statements based upon another student's race, color, national origin, ethnic background, gender, or sexual orientation. Because such comments may precipitate the interruption or disruption of the school program, incite violence, or otherwise detract from the educational mission of the district, they are subject to disciplinary consequences, including, but not limited to, short- or long-term suspension or a recommendation for expulsion.

Participation in all extra-curricular activities, including interscholastic athletics, is a privilege, not a right. Students are bound by the Board's policies, procedures, and roles governing participation in such activities. This extra-curricular involvement may require an even higher standard of conduct than is expected of all students under our Code of Conduct.

Student participation in graduation exercises is also a privilege, not a right. Senior students who violate Board policies and rules, in addition to the other discipline described in this Code of Conduct, may be subject to suspension from extra-curricular graduation activities such as commencement exercises.

All Montague High School students shall comply with the following rules:

1. Students shall not engage in public displays of affection, which in any manner are detrimental to an atmosphere of learning.
2. Students shall not use tobacco products in any form on school grounds, in school vehicles, or at any school-related activity. Smoking of any substance is also prohibited.
3. Students shall not possess, use, dispense, or be under the influence of alcoholic beverages or drugs or synthetic drugs (ex. K2 or Spice) on school premises or at school activities, except as may be prescribed by a physician.
4. Students shall not throw any objects, which may in any way injure a person or property.

5. Students shall not cause or engage in fighting, physical attacks, or threats against other students, school employees, or other adults. Students are also prohibited from photographing or videoing fights. In addition, they shall not use profane language or display vulgar behavior.
6. Students shall not possess a weapon of any kind, any explosive device (including fireworks,) or commit arson in a school building or on the school grounds or rape someone in a building or on school grounds (reference: Section 1311 of Public Acts of 1976, as amended).
7. Students shall not misuse or destroy school property.
8. Students shall not engage in solicitation or distribution of any material without prior approval of the principal.
9. Students shall not loiter in the restroom areas or in other areas in school buildings or on school sites. After school hours unless students have a scheduled school activity they must exit the building within 10 minutes of the final dismissal bell.
10. Students shall conduct themselves in a lawful manner and shall not engage in any conduct which is in violation of federal or state laws, local ordinances, or safety and fire codes, including theft, extortion, and possession of weapons or explosives. This includes creating a disruption, such as false alarms of any kind.
11. Students shall not drive a motor vehicle on school property except as permitted under the heading of "Student Driving" in the High School Handbook.
12. Students shall abide by the rules regarding the use of school property.
13. Students shall adhere to the rules and procedures regarding attendance and tardiness.
14. Students shall not engage in any act or conduct which tends to disrupt the atmosphere of learning.

* ANY VIOLATION OF LOCAL, STATE, OR FEDERAL LAWS WILL BE REPORTED TO THE PROPER AUTHORITIES FOR POSSIBLE PROSECUTION.

ADMINISTRATIVE RIGHT TO IMPLEMENT NEW RULES

The administration of Montague High School reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school and to ensure the safety of all Montague High School students. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.

CAMPUS SUPERVISION

Students are to respect the property of the school and others, as well as the authority of teachers and school personnel. They are also to follow reasonable directions from them. When asked by any staff member, a student must identify her/himself and/or accompany the staff member to the office of an administrator. Students can expect mutual respect on the part of all school personnel.

Montague High School will take appropriate measures to thwart theft or vandalism of personal property, school property, vehicles, or school grounds. Such measures as the electronic surveillance system and security personnel will be preventative in nature. When routine security measures

reveal student violations, disciplinary action will be taken. If there is a violation of state law, appropriate authorities will be notified.

LAW ENFORCEMENT OFFICIALS

It shall be the policy of the District that a reasonable cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. Law enforcement officials shall be contacted as required by the Michigan Revised School Code. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers are necessary within their respective jurisdictions. We are pleased to partner with the Muskegon County Sheriff's Department and from time to time they may use our facilities for training purposes.

AREAS OF AUTHORITY

Assuming the authority granted to it by law, Montague High School has established the following areas of authority over student conduct:

- While attending school
- While in a school vehicle
- While under the jurisdiction of the school (field trips, etc.)
- While on school grounds or during any other school-related events

When the administration judges that a student's behavior adversely influences others, interferes with the educational process, or infringes on the rights of others, disciplinary action will be taken, up to and including suspension from school.

SEARCH AND SEIZURE POLICY (Board Policy 5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as student lockers or the person or property including vehicles.

PERSONAL SEARCHES

A student and/or his/her personal effects (e.g., purse, book bag, electronic devices, etc.) may be searched whenever a school authority has reasonable suspicion that a student is in possession of illegal or unauthorized materials.

LOCKER SEARCHES

School authorities may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The interior of a student's vehicle may be inspected without a search warrant whenever a school authority has reasonable suspicion that illegal or unauthorized materials are contained inside.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The district maintains its right to conduct random, unannounced canine searches in order to provide and maintain a safe and orderly school environment. A student's failure to permit searches as provided in this policy will be considered grounds for disciplinary action.

CRIMINAL ACTS

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (Board Policy 5517)

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

SEXUAL HARASSMENT AND NON-DISCRIMINATION POLICIES (Board Policy 5517)

Sexual harassment and non-discrimination is unlawful under both Michigan and federal law and is contrary to the commitment of the Montague Area Public Schools to provide an effective learning environment. District policies prohibit sexual harassment and discrimination of students, employees, volunteers, contractors, or applicants for employment by students, employees, Board members,

volunteers, or contractors. The district will not tolerate sexually harassing or discriminatory behavior as defined by law and/or by district policy, false reports of discrimination and/or sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

Any student who believes she/he has been subjected to sexual harassment or discrimination shall verbally report the offense to any school employee with whom she/he feels comfortable. The employee receiving the verbal report shall immediately complete a Harassment or Non-Discrimination Report Form and forward it to the building principal. Upon receipt of the Harassment or Non-Discrimination Report Form, the building principal shall immediately notify the Montague Area Public Schools Central Office Superintendent. The building principal shall then form an investigation team. Once the team receives the Harassment or Non-Discrimination Report Form, it shall complete an investigation, make a determination, and recommend the remedial steps necessary, if warranted, to stop the sexual harassing or discriminating behavior. The team shall submit all investigative documentation and its determination and recommendations, in writing, to the building principal or supervisor.

The principal or supervisor shall notify the complainant and the alleged harasser, in writing, of the investigation team's findings. If no harassment or discrimination has been found, the notification must show objective, clearly stated evidence to justify that conclusion. If harassment has been substantiated, the building principal or supervisor shall seek the victim's input on what she/he thinks would be the most effective remedies, meet with the superintendent's designee to determine the corrective remedy/remedies to be taken and begin implementing it/them, periodically monitor the situation by checking with both the victim and the perpetrator regarding the success of the remedy/remedies, and document all information in the case file.

DETENTION

Lunch Detentions or After School Detentions may be assigned by school personnel in a case where a student has violated student conduct rules such as tardies, dress code, cell phone, inappropriate language, misbehavior, etc.

1. Sessions will be scheduled by the administrators or their designee.
2. Students must bring lunch with them to the detention room only no later than 5 minutes after the beginning of the lunch period. Students will eat and sit quietly throughout the detention period.
3. Students who arrive past the 5 minute mark, they will be considered tardy to detention and will serve those days lunch detention the next time they have lunch and also receive an additional lunch detention for the tardy.
4. Missing an assigned lunch detention date will result in an additional lunch detention.
5. Students who are asked to leave a session because of behavior will result in a removal, a discipline referral and further administrative action.

SNAP SUSPENSIONS

A teacher is permitted to suspend a student from class for up to one class period when a student engages in any repeated inappropriate behaviors or any major acts of misbehavior which include but are not limited too: physical aggression towards himself/herself or others; profane or vulgar

comments (oral or written) toward the classroom teacher, district employees, or other students during class time; and/or inappropriate physical contact of a sexual nature. The student will not return to the classroom that day without the mutual agreement of the teacher and the principal.

SUSPENSION (Board Policy 5610)

Major violations of the Student Code of Conduct may result in suspension. Building level administrators will determine the length of the suspension (from 1-10 days). Before suspending a student, the administrator shall consider the seven factors mentioned [here](#). The parents/guardians will be notified of the action taken and will have complete custody of their child during the suspension. The student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by the student, parent/guardian, and administrator. The suspension period is from the first day of suspension until the student is scheduled to be readmitted to school. School work will be provided to students when requested by their administrative secretary if the suspension is for three or more days, and they will receive credit for work completed. During a suspension students are not allowed to be on school property or to attend any school-related activities unless given specific permission by an administrator. If found on campus, a suspended student will be charged with trespassing.

LONG-TERM SUSPENSION/EXPULSION (Board Policy 5610)

Long-term suspension means the exclusion of a student from school for a period in excess of ten school days up to and including 180 days. The Board of Education and/or its Superintendent designee shall have authority to suspend or permanently expel a student for persistent disobedience or gross misconduct. Before suspending or expelling a student for any offense (except for possession of a firearm), the Board of Education/Superintendent shall consider these [factors](#).

DUE PROCESS (Board Policy 5611)

Students have a right to due process whenever they are subject to any serious disciplinary action, such as, but not limited to, suspension and expulsion. If a student or his/her parent/guardian feels that his/her rights have been violated, a written appeal must be submitted to the building principal within 30 days of the original disciplinary action. If the matter is not resolved to the student's satisfaction, he/she may appeal to the superintendent, the local Board of Education, and the State Board of Education, in that order.

RESTORATIVE PRACTICES

Restorative practice requirements for implementation are individualized based on the behavioral learning outcome as identified through a restorative meeting. Restorative practices in place of suspension will only take place after the student and his/her parent/guardian have agreed to and signed the Restorative Practice Commitment Agreement.

DRIVING AND PARKING PRIVILEGES

Driving is a privilege, not a right, and all vehicles must be registered. Montague High School will not assume liability for any theft, vandalism, or accidents that may occur on school property. The Montague Police Department has the authority to ticket vehicles. Should school authorities have reasonable suspicion that illegal or unauthorized materials are contained inside a vehicle, school personnel may search any vehicle on school property.

In order to register a vehicle with the school, a student must submit a completed driving registration application to the receptionist in the high school front office. Upon approval, the student will be issued a hang tag parking permit to be displayed on the rearview mirror. If students are registering more than one vehicle, additional drivers registration applications must be filled out for each. Only one hang tag parking permit will be issued for each student and in the case of them using multiple cars, it is their responsibility to change over the hang tag to the appropriate vehicle that is being driven on campus. The administration reserves the right to suspend the issuance of driving permits if parking space becomes limited.

A consequence ranging from the removal of a student's parking permit, the loss of parking privileges, the towing of the vehicle, or the issuance of a traffic citation by Montague Police Department will be administered for driving and parking violations including:

- Parking and driving in predesignate areas (handicapped parking, non-student parking, and bus areas)
- Speeding and reckless driving
- Failing to register a vehicle with the school
- Failing to display the parking hang tag properly
- Violating other traffic laws

Students are not allowed to leave high school property during the school day without permission from an administrator (this includes driving between the buildings). Additionally, staff parking on the North side of the building are off-limits at any time day or night.

MUSKEGON CAREER TECH CENTER STUDENTS

Career Tech Center students are permitted to leave campus without signing out in the building office. Career Tech Center students leaving campus with their vehicle will be responsible to their parents. There will be transportation provided for students who choose not to drive, however those students must adhere to all MHS rules while on campus. Students who travel to and from the CTC must adhere to both the rules of CTC and Montague High School regarding driving and parking. Driving CTC is a privilege and can be revoked at any time. All drivers and riders must fill out the attached form before being allowed to drive or ride to CTC. [Driving or Riding to CTC 2022-23](#)

DRUG-FREE SCHOOL POLICY (Board Policy 5530)

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on the list will affect the student's athletic and extracurricular participation.

Montague High School is a Drug-Free School which, in accordance with Federal Law, prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drug related items include:

- Alcoholic beverages
- Anabolic steroids
- Dangerous controlled substance as defined by State statute
- Substance that could be considered a “look-alike” controlled substance
- Drug paraphernalia

The "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes possession or sale of over-the-counter medication to another student. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Violations will be referred to the appropriate authorities, and students will be subject to disciplinary action up to and including expulsion from school.

USE OF BREATH TEST INSTRUMENTS (Board Policy 5771)

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching, security, or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

CHEATING AND PLAGIARISM (Board Policy 5136)

Cheating is when a person misleads, deceives, or acts dishonestly on purpose. Plagiarism is a form of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. There are many forms of plagiarism, including but not limited to:

- using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
- presenting the sequence of ideas or arranging the material of someone else even though the material is expressed in one's own words, without giving appropriate acknowledgment
- submitting an assignment created or written by someone else but representing it as one's own

- Unauthorized use of an electronic device to aide and use in cheating

The administration and teaching staff believe that students have a significant responsibility in the area of honesty and integrity regarding all schoolwork. Teachers will do everything in their power to encourage individual effort from all students in their classrooms. Because of this belief, students who are caught plagiarizing or cheating will face a variety of consequences ranging from failure of the work in question, to loss of credit for the class, to long-term suspension.

WEAPONS (Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

GAMBLING (Board Policy 9700)

Any participation in games of chance for money and/or other items of value is forbidden on school property (including buses). Items will be confiscated and appropriate measures will be taken.

GANG ACTIVITY (Board Policy 5840)

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths which promotes juvenile delinquency and which has an adverse effect on the school and learning environment. Students shall not engage in behaviors at school, on school property, or at school-related activities that promote "gang" activity or gang-like activity. This includes:

1. Wearing clothing or other apparel, such as bandannas of any type (for both male and female students), or altering one's appearance to indicate gang affiliation.
2. Wearing beads, earrings, or other jewelry that denotes gang colors or symbols.
3. Using hand signals that communicate gang activity.
4. Exhibiting such violent behaviors as fighting, shouting confrontations, individual or group conflicts ("standoffs").
5. Possessing weapons as described in state law regarding prohibition of "weapons" in school.
6. Displaying gang symbols/graffiti on one's body, clothes, possessions, vehicle, school locker, or other school property.
7. Wearing gang colors.
8. Being involved in any other activities deemed to be gang-related.

The administration reserves the right to determine which behaviors, dress, or activities are gang-related. Offenses will result in disciplinary action up to and including a recommendation for expulsion.

HAZING (Board Policy 5516)

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means 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. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

PHYSICAL ASSAULT (Board Policy 5610)

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

REFUSING TO ACCEPT DISCIPLINE (Board Policy 2111)

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

SMOKING (Board Policy 5512)

Student use or possession or distribution of tobacco products or paraphernalia is not permitted on school property at any time. Failure to abide by this rule may result in suspensions and referral to the law enforcement agency.

STUDENT EXPRESSION AND/OR PUBLICATIONS (Board Policy 5722)

Students shall not distribute such publications in classrooms, in hallways, or in any other manner on school property or at school-sponsored events. Students shall not engage in solicitation, surveys, or distribution of any material without prior approval from the principal. Students wishing to put information on bulletin boards must obtain approval from the administration. Students are subject to discipline (including, but not limited to, suspension or expulsion) for inappropriate actions.

Inappropriate actions include the publishing, distribution, or advertising of:

- Materials which are lewd, profane, or obscene
- Materials with threatening acts of violence toward a person or group of persons
- Material with any product or service not permitted by law;
- Material containing insulting or fighting words, the very expression of which injures or harasses other people;
- Materials advocating unlawful acts or acts in violation of school rules

Students shall not circulate or distribute materials in exchange for any payment unless conducted and sponsored by an approved school organization.

THEFT

Students must secure (in a locked locker) their personal items. Students shall not engage in theft or be in possession of stolen property.

THREATS AND/OR ACTS OF VIOLENCE (Board Policy 5610)

Threats and/or acts of violence are extremely disruptive to the educational environment for all students and will not be tolerated at Montague High School. It is a priority of this administration to maintain a safe environment for everyone. We believe that all threats or acts of violence can be avoided and that conflicts can be resolved peacefully. The administration will investigate all reports of threats or acts of violence.

PHYSICAL ASSAULT (Board Policy 5610)

Student to Adult: Physical assaults on school employees, volunteers, or contractors will result in expulsion of the student. This action is similar to the mandatory expulsion for dangerous weapons, CSC, and arson. Expulsion is from ALL Michigan public schools, other than "strict discipline academies" and appropriate alternative education programs.

Student to Student: Physical assaults by a student upon another student will result in suspension of the offending student from school. If it is determined that both parties are in part responsible for an act of violence, both will be suspended from school. This includes any assaults occurring when under the authority of the school (see "Areas of Authority"). A student committing an assault may be expelled for up to 180 school days.

VERBAL ASSAULT (Board Policy 5610)

Verbal assault means (1) making a bomb threat or similar threat directed against a school building, school property, or a school-related event; or (2) making a verbal threat of serious bodily injury directed to or at a District employee, volunteer, or contractor which threat creates a well-founded fear or apprehension that the student has the apparent ability and means to immediately, or in the immediate future, inflict serious bodily injury on the District employee, volunteer, or contractor, if the student is not prevented from doing so. Any student who commits a “verbal assault” against a school employee, volunteer, or contractor may be expelled. A student expelled for verbal assault may enroll in another district; however, that district is not required to enroll the student even if educational residence is established. The length of expulsion may be up to 180 days. A progressive course of disciplinary action will be followed for students making threats to other students.

TRESPASSING (Board Policy 8400)

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion. Violations of this rule may also involve Law Enforcement Officials.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY (Board Policy 7540)

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes the use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

VAPES AND E-CIGARETTES (Board Policy 5512)

Student use, possession, distribution, and/or sale of Vapes, E Cigarettes, Vape Juice, or paraphernalia is prohibited and not permitted on school property at any time. This includes any school sponsored trip or activities. Failure to abide by this rule may result in suspension or expulsion, as well as referral to law enforcement agencies.

VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT (Board Policy 5610)

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

STUDENT APPEARANCE (Board Policy 5511)

We believe that students' dress is a factor in the creation of an educational atmosphere that promotes long term success. Clothing should be APPROPRIATE FOR A TEACHING, LEARNING AND PROFESSIONAL ATMOSPHERE. Standards of dress that clearly deal with the health and safety of students will be upheld. Student dress should be neat, clean, and promote the educational process. The administration is responsible for interpreting the appropriateness of student attire. Excellence begins with everyone being clean and suitably dressed for school. Therefore, any attire/displays that are not conducive to an educational setting or are contrary to the goals of the Montague Area Public School District are not permitted.

Students Must Wear:

- Clothes worn in such a way that private body parts are covered with opaque material
- Tops and bottoms that overlap covering buttocks, abdomen, & chest
- Shoes or sandals must be worn. Shoes with wheels are not permitted in the building

Students Cannot Wear:

- Hats, hoods, bandanas
- Headwear or other items that are worn outside of its intended use
- Halter-tops, tanks or apparel that exposes the upper torso, the abdomen or chest
- Sagging pants (acceptable pants must have the waistband at waist level)
- Clothing that implies hate speech, profanity, lewd, profane, or obscene material
- Clothing that pertains to drugs, alcohol, weapons, gangs, or tobacco
- Coats, jackets, backpacks
- Lounge pants or pajamas
- Visible underwear
- Sunglasses

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. If there is any doubt about dress and appearance, the building administration will make the final decision.

Discipline Procedures for Improper Dress

1. The student will be given an opportunity to correct the problem.
2. The student may call a parent to obtain proper attire.
3. Refusal to cooperate may result in further discipline.

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES (Board Policy 7540)

Students may possess personal communication devices (PCDs) for use before and/or after school hours. During school hours PCD's must be:

- powered completely off, not just placed into vibrate or silent mode
- stored out of sight

The only exception to this rule is that school issued Chromebooks can be powered on during school hours.

Use of PCDs may be approved by a teacher or administrator.

For purposes of this policy, "personal communication device" includes:

- computers
- tablets (e.g., iPads and similar devices)
- electronic readers ("e-readers"; e.g., Kindles and similar devices)
- cell phones (e.g. iPhone, Android devices, Windows Mobile devices, etc. and/or other web-enabled devices of any type.

Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to:

- capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person unless authorized by a teacher, administrator or IEP team.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not allowed. Students who violate this policy and/or use a PCD to violate the privacy rights of another person may:

- have their PCD confiscated and held at the administrator's discretion
- be directed to delete the audio and/or picture/video file while the parent/guardian is present.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

Cameras or recording devices on PCDs, may not be activated or used at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to:

- locker rooms
- shower facilities
- rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD, during the school day or at school sponsored events, in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

- transmit material that is threatening, obscene, disruptive, or sexually explicit
- that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs
- engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

Cell phones and personal media devices (iPods, MP3 players, video games, headphones, earbuds, etc.) may not be used during the school day. During the school day all personal devices including cell phones, smart watches, ECD's must be powered off and placed in your locker.

Parents or guardians may be required to come to school to pick up phones and personal electronic devices if confiscated.

Possession of a cell phone or other electronic devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engaged in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which will result in confiscation of the cell phone or ECD, as well as action up to and including suspension.

Recording and/or posting audio or video (including photos) of Staff or Students on District property, or at District sponsored events, with or without permission, is prohibited. Consequences will be left to Administrator discretion, up to and including Administrative Hearing.

The students who possess a cell phone or electronic devices shall assume sole responsibility for its care. At no time shall the district be responsible for preventing theft, loss, or damage to cell phones or any other electronic devices brought onto its property.

TECHNOLOGY ACCEPTABLE USE POLICY (Board Policy 7540)

Montague High School believes technology can greatly enhance learning and enrich educational experiences for all students. Students will use district issued Chromebooks as directed by teachers for educational purposes. Access, however, is a privilege not a right. [Chromebook Use Pledge](#). Access entails responsibility, both for the equipment and for the information accessed and created through the use of technology. Users must work within the guidelines established by Montague High School. Each user of technology shall read the following: General Rules of the Network and Disciplinary Action statements. When a student registers for school they agree to abide by the schools technology policies and procedures. Violation will result in confiscation without warning. Violations of this policy may result in disciplinary action against the student which will result in confiscation of the cell phone or Electronic Communication Device (ECD), as well as action up to and including suspension. In addition, Montague High School staff reserves the right to monitor all computer use by any means possible in order to keep the network and school environment safe.

GENERAL RULES FOR THE NETWORK

1. Privacy: The school has the right to inspect any technology devices used at school. The school reserves the right to monitor Internet traffic and to retrieve and read any data composed, sent, received, and/or stored using the school's technology resources, including but not limited to, the school's network and/or Internet connections. Network administrators may review communications using the school's technology resources to maintain system integrity and to ensure that students are using the system responsibly. Students, families, and other users do not enjoy any expectation of privacy with regard to the use of the school's technology resources (including transmissions originating within or around school property or the technology service area). Users are responsible for using only their own student ID, and for maintaining the privacy of passwords. They are prohibited from publishing or discussing passwords. NEVER SHARE YOUR USER ID OR PASSWORD WITH ANYONE.

2. Storage Capacity: Users are expected to respect disk space and to delete files or other materials that take up excessive storage space and that are no longer being accessed.

3. Printing Resources: Users are expected to use good judgment when printing on the school's network printers. Paper, toner, and color ink can be costly, and excessive use of these resources is wasteful. Please proofread documents carefully before printing. Only print the necessary part(s) of documents. As with the use of all technology resources, printing of inappropriate materials or language is prohibited.

4. Software: Users shall not download or install any software onto school-provided student computers. This includes but is not limited to media files (music, movies, etc.), commercial software requiring a license, games, pirated software, or software intended to circumvent network protections (e.g. Internet filtering).

5. Illegal Copying: Users shall not copy other people's work or attempt to intrude into other people's files. All copyright laws must be respected. A copy of the copyright laws pertaining to digital property can be obtained from the Technology Department. These laws also apply to music and movie files.

6. Inappropriate Materials or Language: Accessing, viewing, creating, printing, sending, sharing, or otherwise using impolite, pornographic, and/or profane language or materials is not permitted when using the school's technology resources. Accessing materials not in line with the rules of school behavior is prohibited. Users should never access, send, or view materials they would not want instructors or parents to see. If students encounter any inappropriate material by accident, he/she should report it to his/her instructor immediately.

7. Virus Protection: All data from outside sources is scanned for viruses before use on any technology device within the school's network. Downloading/saving of non-work-related attachments or files on any technology device within the school's network is not allowed unless proper authorization is obtained from an instructor in advance.

8. Inappropriate Technology: Only school-purchased or specifically approved hardware, software, or other technology and technology devices may be used in the school building and on the network. Non-school standard equipment exposes significant licensing, security, and

virus risks. Any technology that has not been purchased and/or approved by the school is prohibited. Connecting cell phones to the network via WiFi is prohibited unless directed by an instructor for educational purposes.

- Personal communication devices (ie, cell phone, smart watches, tablets) use is only permitted prior to the start of the school day. Any personal device at school shall be turned off and secured in the student's locker until after school instructional hours.
- Personal communication devices are NEVER allowed in use in locker rooms, bathrooms, or dressing areas.
- Personal laptops/devices are not permitted on the network.

9. Cyber-bullying: The school prohibits acts of cyber-bullying, which is a subset of bullying and involves the use of information and communication technologies. It is an individual's or a group's deliberate or repeated hostile behavior through the use of technology that is intended to harm, intimidate, or harass others. Types of use include but are not limited to blogs; cell phone and pager text messages; defamatory personal Websites and polling Websites; emails; instant messages; and online social directories and communities. Cyber-bullying is prohibited on school time and school premises or off school time and school premises if such acts cause a substantial disruption to the school environment.

TECHNOLOGY OFFENSES

Users violating any of these guidelines will face disciplinary action deemed appropriate in keeping with the disciplinary policies and procedures of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Any student who receives a subsequent technology code violation will be directed to the principal for additional disciplinary action.

The school administration reserves the right to administer disciplinary action in a discretionary manner. Disciplinary action for computer offenses may vary from the outlined procedure.

Wrap Around Consequences- Amount of time loss on the computer dependent on the way the computer was misused. Could result in possible Administrative Hearing if the offense breaks any state or federal laws.

DANCES (Board Policy 5850)

Dances at Montague are for the benefit of Montague students and registered guests.

- Only students in grades 9-12 are permitted to attend high school dances.
- Parent chaperons have full authority.
- Students are not permitted to re-enter a dance once they have left.
- If a student is under the influence of alcohol or drugs, a parent/guardian will be called, and the student will be suspended from school.
- Depending on the severity of the issue the local police department will be involved as needed.
- No one will be admitted to the dance after 10:30 p.m.
- Dances will typically end between 11:00 - 11:30 p.m.
- The school dress code policy and behavior expectations will be enforced.

- Students must dance in a manner that is appropriate for a school setting. “Grinding”, “moshing”, and actions that are sexually suggestive will not be allowed.
- If the student is dancing inappropriately there will be one warning issued.
- If the student is dancing inappropriately a second time the student will be asked to leave the dance immediately.
- Public displays of affection will not be permitted.

MHS students who wish to bring a guest to a dance must obtain a guest pass from an administrator prior to the end of school on Friday. The intent of the guest pass is to allow students to bring a date who attends another school.

- The intent is not to provide an opportunity for a group of students from another school to attend Montague dances.
- All guests **MUST** enter dance with the person whom the guest pass was issued
- At formal and semi-formal dances, the guest must be under the age of twenty-one. For all other dances, the guest must be a regular high school student.

FIELD TRIPS (Board Policy 2340)

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular program. No student may participate in any school-sponsored trip without parental consent. Appropriate conduct and responsible behavior is expected at all times when students are representing Montague High School.

Any field trip at Montague High School is a privileged activity. Administration reserves the right to withhold students from field trips based on student needs and priorities.

STUDENT RESPONSIBILITIES

CITIZENSHIP

Students shall show proper respect at all times to fellow students, staff members, school employees, and members of the community. Both students and staff members have an obligation to maintain conditions that will promote the proper atmosphere for learning and for taking part in school activities. Montague High School takes great pride in how our students enter the world of college, career and life as a person of character.

TRUE BLUE TO THE C.O.R.E.

At Montague High School the expectation is all students exhibit C.O.R.E. (Community, Ownership, Respect, Excellence). For more details see your section titled, [**TRUE BLUE!**](#)

AGE OF MAJORITY (Board Policy 5780)

The Board of Education recognizes that students, upon the attainment of the age of majority (18), are afforded all the rights and privileges of adulthood. However, under Michigan law, school districts may establish reasonable regulations regarding age-of- majority students. A student interested in applying for the Age of Majority status may obtain a form from the MHS Front Office. Upon the return of the completed form, the student’s attendance secretary will notify his or her guardian. At Montague High School, all students are expected to adhere to the attendance and discipline policies

regardless of age. Students are expected to be in all assigned classes or activities unless excused in the appropriate manner.

FOOD AND DRINK

Personal respect for school property and for the appearance of the building promotes a culture of excellence. Everyone needs to support these expectations. Students can assist by picking up litter they see around the building. In all carpeted areas of the buildings food is not permitted and the only allowed beverage is water. Other very specific guidelines regarding food and drink will be clearly defined during our TRUE BLUE to the C.O.R.E. behavioral lessons and can be referenced from our MHS C.O.R.E. Behavioral Matrix.

LIBRARY

The library program is designed to help students to develop their ability to find, generate, evaluate, and apply information that helps them to function effectively as individuals in society. Through the use of media, students will acquire and strengthen skills in reading, observing, listening, and communicating ideas. Students will be expected to pay fines for damages that may occur while a book is checked out to them. In addition, students will be expected to pay the replacement cost of any book that they do not return.

TEXTBOOKS

Students are responsible for checking out textbooks from the course instructor and are required to pay for any damage done to books while checked out to them. In addition, students are expected to pay the replacement cost of books that are not returned including lost, stolen, or damaged books.

OBLIGATION LIST

At the end of each semester, students are required to satisfy all outstanding obligations prior to receiving their semester report card, diploma, or a copy of their course transcript. Obligations include but are not limited to the following: course fees, musical instruments and uniforms, athletic equipment and uniforms, library materials, and textbooks. Students with outstanding obligations will not be allowed to register for classes the following year or participate in graduation ceremonies.

NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES (Board Policy 5722)

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT HANDBOOKS & IDs

Students will be issued this information from the Montague High School Handbook the first day of school. This handbook includes a planner for the school year with other added resources. This will act as a student pass throughout the school day and must be on the student at all times throughout the school day with the exception of lunch period. Students will get 3 passes per class, per semester.

Photo IDs will be issued at the beginning of the school year. Students IDs may be used in a variety of circumstances so students must keep IDs accessible throughout the school year. If the ID is defaced, lost, or damaged during the year, students can purchase a replacement ID from the front office for \$5.00.

LOCKER USAGE (Board Policy 5771)

Lockers are the property of the school district. A student is assigned to one locker for the duration of a school year for the purpose of storing school-related materials and such authorized personal items outer garments, footwear, grooming aids, athletic gear and lunch. All students are responsible for the contents of their lockers and should not divulge locker combinations to other students.

- Students are to keep the interior and exterior of the locker clean and neat.
- Locker displays (photos, drawings, words, etc.) must be appropriate for a school building and can only exist inside of the lockers.
- References or depictions of controlled substances (including advertisements, alcohol posters, etc.) are prohibited.
- Money or valuables should not be kept in lockers. It is recommended not to bring money or valuables to school.
- Locker problems should be reported to the counseling office or front office.

A student using a Band or Physical Wellness locker will be issued a lock for the semester in which he or she is enrolled in a Band or Physical Wellness course. Students are responsible for the contents of their lockers. Students are also responsible for placing all valuables in a locker and locking it. MHS is not responsible for the loss or theft of money and valuables or is it responsible for the retrieval of said money or valuables.

Random searches of school lockers and their contents may be necessary to deter violations of school rules and regulations. School administrators may search for and seize items within the locker that violate Board policy.

LOST AND FOUND

If a student finds articles in or around the school, he/she should turn them into the front office. When appropriately identified, articles may be claimed by owners. All athletic losses must be reported to the athletic director's office.

WORK PERMITS

Work Permits can be picked up and signed in both High School front office. Students that are 14 and 15 years of age will need to choose the pink permit while students 16 and 17 years of age will need to choose the yellow permit. You must have Section 1 (the student and parents complete) and Section 2 (the employer completes) filled out before we are able to sign the work permit. We will not be able to sign any work permits if the student that is getting the permit is not present. To reiterate, Sections 1 and 2 must be completed AND the person getting the permit MUST BE PRESENT in order to get the permit signed.

ATHLETICS

The athletic department's "Code of Conduct" includes rules and regulations governing the behavior of student-athletes. When a student registers for school they agree to abide by the Montague High School Athletic Code of Conduct policies and procedures. Disciplinary actions that may result from violations of this code are in addition to and separate from discipline that would result from violations of the rules and regulations outlined in this handbook. Here is a complete copy of the [MHS Athletic Code of Conduct](#).

Under the National Collegiate Athletic Association and Michigan High School Athletic Association bylaws, the use of performance enhancing drugs is prohibited by students. Because many supplements contain these banned drugs, students should review the list provided by NCAA and MHSAA. These bylaws are available in the High School Athletic Office. Any questions you have regarding MHS Athletics can be answered by our Athletic Director, Jay Mulder, at 981-4537. For more information regarding athletics or forms please visit the [MHS Athletics website](#).

TITLE IX

The Montague Board of Education, the administration, and the staff of the Montague Area Public School District, Montague, Michigan, will continue to establish whatever rules and policy steps are necessary to assure non-discrimination on the basis of sex in all educational programs, curricular and extracurricular activities, and employment practices which come under the regulations of Title IX.

EQUAL OPPORTUNITY TO PARTICIPATE

It is the policy of this school district that all students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services. Thus, on the basis of sex, it will be a violation of policy for the district, board, administration, teachers, or other staff to:

- Have different rules of conduct or means of punishing students.
- Treat students differently in deciding whether they are entitled to services.
- Provide different activities or similar services in a different manner

SCHOOL SPIRIT

School spirit, though it cannot be seen or touched, is the most valuable quality that has been handed down by those who have attended our school before the current time.

- It is our fans cheering our teams rather than degrading our opponents.
- It is our teachers smiling at their students as they enter their classes.
- It is our students being proud of their school, backing its worthy causes.
- It is keeping the grounds and buildings clean.
- It is making visitors feel welcome.
- It is the thrill of victory and the acceptance of honorable defeat.
- It is working together to make Montague Schools a good place for everyone.
- We have an obligation to continue to maintain school spirit. In turn, school spirit is our legacy to those who will follow us through these halls.

BLUE CREW

Join our sports fan club and show school pride!

TRANSPORTATION (Board Policy 8600)

Busing is available for all students that live outside of the designated walking boundaries. Bus routes and stop information is provided during registration for High School Students. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Transportation Director and/or the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules while on the Bus:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Students may open windows only with the permission of the bus driver.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Students are required to be at their bus stop at least 5 minutes prior to the designated stop time.

15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating and drinking is not allowed on school busses at any time.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact 231-893-1535.

PARENTAL CONCERNS PROTOCOL

In order to address any questions you may have please follow these steps when seeking specific information from the school:

1. Contact the school employee most closely involved with the issue.
2. If you are not satisfied with the response you have received, please address the issue with the building administrator that supervises the department of concern.
3. If you are still dissatisfied with the assistance you received, please bring the matter to the attention of the superintendent by scheduling a meeting with the Central Office.

Keep in mind that rational, courteous conversations get the most accomplished.