



# **MCBAIN RURAL AGRICULTURAL SCHOOL**

*Student  
Handbook*

**2023 - 2024**

Dear Students, Parents & Guardians

I would like to personally welcome you to the 2023-2024 school year at McBain High School! The purpose of this handbook is to provide students and families with information about the policies and procedures which drive the academic and student life at our school. The policies and procedures set forth in this handbook are designed to promote a rigorous, safe and nurturing environment for students. These expectations and procedures allow our high school community to provide a focus on the learning process and deliver the best possible educational experience for students. You are encouraged to become contributing members in school life with many extra-curricular organizations, clubs, events, and athletic teams that are an important part of the McBain High School experience and proud history.

Our Core Values articulate the beliefs about students and learning that we as teachers, students, administrators and community believe are essential to promoting student success. While the student handbook articulates the policies of the school, the Core Values guide our decisions and interactions within the school community. I encourage you to discuss these values with your family and find ways to support these as members of our school community.

**AS RAMBLERS WE BELIEVE IN THE WHEEL...**

***WELCOMING***

***HONEST***

***ENGAGED***

***EMPATHETIC***

***LEADER***

If you are new to McBain High School, it is important that you read the entire handbook to ensure that you are familiar with the policies and procedures of the school. If you are returning to the school, you may wish to familiarize yourself with all policies and procedures as a refresher. Please note that failure to read or review the handbook is not an acceptable reason for not following or knowing our school policies and procedures. Please visit [www.mcbain.org](http://www.mcbain.org) to locate any Board Policies for our school district.

Looking forward to another great school year! Go Ramblers!

Sincerely,

*Ryan Biller*  
High School Principal

Adopted by the Board of Education on August 14, 2023

Discipline Code adopted by the Board on August 14, 2023

## **McBAIN HIGH SCHOOL STAFF**

Scott Akom ..... Superintendent (231-825-2165)  
Ryan Biller ..... Principal (231-825-2412)  
Heather Short ..... Administrative Assistant  
Megan Watkins ..... Counselor  
Melanie Schmid ..... School Social Worker

### **High School Teaching Staff**

Pam Angell ..... Social Studies/History  
Mindy Bode..... Science  
David Coors ..... Physical Education  
Benjamin Cox ..... English  
Carrie DeVries ..... Special Education  
Alexandra Dodde ..... Special Education  
Sarah Gray ..... Science  
Grace Hagen ..... English  
Patti Hamlet ..... English  
Bruce Koopman..... Industrial Arts  
Patrick Maloney..... Math  
Patrick Martine..... Business/Econ/Civics/History  
Elizabeth Mills..... Art  
Bobbi Moomey..... World Language  
Shawn Murphy..... Health/History  
Jill Neverth..... Vocal Music  
Dani Utecht..... Math  
Gary Vana..... Math/Broadcasting  
Heather Wiggins ..... Band

### **Board of Education Members**

Kevin Eisenga - President  
Ken Stahl – Vice President  
Matt Kline – Treasurer  
Karen Abrahamson – Secretary  
Dennis Heuker – Trustee  
Becky Voelker – Trustee  
Doug McLain – Trustee

## 2023-2024 McBain Calendar

### AUGUST

sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
6	7	8	9	10	11	13
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

staff- 11 students- 8

14- PD 8-3

15- PD 10-3, Open House

16- PD 8-3

22- First Student Day

### JANUARY

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

staff – 20 students – 20

3- Back to school

15- No School: Martin Luther King Day

22- Delayed Start

### SEPTEMBER

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

staff – 19 students – 19

1- No School

4- No School: Labor Day

18- Delayed start

### FEBRUARY

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

staff – 20 students – 19

15- Dismiss 11:35, conferences 4-7

16 - PD

19- Presidents' Day

### OCTOBER

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

staff – 22 students – 22

16- Delayed start

20- End of marking period

26- Dismiss at 11:35 (PT conf. 1-5, 6-8)

27- Dismiss at 11:35;

### MARCH

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

staff – 16 students – 16

15- End of marking period

18- Delayed start

22- Dismiss at 11:35

25-29 – Spring Break

### NOVEMBER

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

staff – 19 students – 18

1- PD

15- Deer Day

22- Dismiss 11:35

23-24- Thanksgiving Break

### APRIL

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

staff – 22 students – 22

15- Delayed start

### DECEMBER

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

staff – 15 students – 15

20- Exams: dismiss at 11:35

21- Exams: dismiss at 11:35; marking period ends

December 22-Jan 2- Christmas Break

### MAY

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

staff – 21 students – 21

20- Delayed start

24 - Graduation

27- Memorial Day

29-30- Exams: dismiss 11:35

May 31- Snow Day Make Ups Begin

Students – 180

Staff – 185 days

full day = 6.43

10:00–3:02 = 4.45

8:01–11:35 = 3.57

165x6.43= 1060.95

6 x 4.45 = 26.70

9 x 3.57 = 32.13

total = 1119.78

Professional Development

Scheduled days off

Parent Teacher conferences

\*½ Days : Staff is dismissed 10 min after students

### JUNE

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8

staff – 0 students – 0

## **2023-2024 McBain Calendar**

August 14-16: Professional Development

August 22: First day of school

September 1 and 4: Labor Day Weekend

September 18: Delayed start

September 22: Progress reports go home

October 16: Delayed start

October 20: End of 1<sup>st</sup> Marking period (Report cards go home October 28)

October 26: Half Day dismiss @11:35/ Parent Teacher Conferences 1-5, 6-8

October 27: Dismiss at 11:35

November 1: Professional Development

November 15: Deer Day (No School)

November 17: Progress reports go home

November 22: Half Day dismiss @11:35

November 23-24: Thanksgiving Break

December 20 & 21: Exams; Dismiss at 11:35

December 22- Jan 2: Christmas Break

January 3: School resumes

January 15: Martin Luther King, Jr. Day (No school)

January 22: Delayed start

February 9: Progress reports go home

February 15: Dismiss at 11:35; Parent Teacher conferences 4-7

February 16: Professional Development (No school)

February 19: Presidents' Day (No School)

March 15: End of marking period (report cards go home March 24)

March 18: Delayed start

March 22: Dismiss at 11:35; report cards go home

March 25-29: Spring Break

April 15: Delayed start

April 26: Progress Reports go home

May 20: Delayed start

May 24: Graduation

May 27: Memorial Day (No school)

May 29 & 30: Exams; Dismissal at 11:35

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## **SCHOOL DAY**

1 <sup>st</sup> hour	8:01 – 8:55
2 <sup>nd</sup> hour	8:58 – 9:51
3 <sup>rd</sup> hour	9:54 – 10:47
4 <sup>th</sup> hour	10:50 – 11:43
LUNCH	11:43 – 12:18
5 <sup>th</sup> hour	12:21 – 1:13
6 <sup>th</sup> hour	1:16 – 2:08
7 <sup>th</sup> hour	2:11 – 3:02

\*Delayed start days - School starts at 10:01 AM

\*\* Early Release days - Dismissal at 11:35 AM

## **MISSION OF THE SCHOOL**

The Mission of McBain High School is to prepare our students to develop skills necessary to become responsible, lifelong learners in a changing society, by challenging them with quality instruction through a caring educational community.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

**Superintendent – 231-825-2165**

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **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 before a student receives consequences that would impact the access to their education.

Parents have the right to know their child's progress in school and will be provided information on a regular basis and as needed. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build two-way communication with 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 the principal's office.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be sent to the Wellness Center, 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 student should remain in school or go home. No student will be released from school without proper parental permission.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the high school principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.



## **SECTION I -GENERAL INFORMATION**

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from McBain High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Missaukee Health Department or your local physician.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. All medications must be registered with the principal's office.
  - Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- C. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- D. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- E. A log for each prescription shall be maintained. It will note the personnel giving the medication, the date, and the time. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and EpiPens**

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 (EpiPen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non-prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. No staff member is allowed to dispense non-prescribed, over the counter (OTC) medication to any student.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Superintendent's Office at 231-825-2165 to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

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 Superintendent's Office at 231-825-2165 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT FUND-RAISING**

Only recognized school clubs and student organizations may conduct fundraising activities. All fundraising must be approved by the administration.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire, tornado, and lock down safety drills in accordance with Michigan State school safety laws. Regulations and directions for exits will be posted in every classroom. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

## **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 families via robocall or text. Local television stations will also be alerted. Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a visitor

badge. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

**Students may not bring visitors to school without prior permission from the Principal.**

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the high school student lounge. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the high school principal. Violation of this may lead to disciplinary action.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The School has two bulletin boards located near the high school office, which may be used for posting notices after receiving permission from the principal.

## **CELL PHONE USAGE POLICY**

All Electronic Devices, including, but not limited to cell phones, watches, and other related electronic devices may only be used before school, after school, and during a student's lunch period. These items may not be used during instructional time without permission of the building principal or classroom teacher. **All electronic devices, including cell phones, must be placed out of sight or powered off between the hours of 8:01-11:43 a.m. and 12:21-3:02 p.m.** Any electronic device used during class time will be handled in this manner:

**1st Offense** – Teacher asks student to place phone in safe/secure location in the classroom. Students may claim the device at the end of that period after discussing expectations with the teacher. Verbal warning documented by teacher.

**2<sup>nd</sup> Offense** – Teacher asks student to take phone to the high school office. The student may claim the device at the end of the school day. Parent contact is made by the principal. A mandatory parent and student discussion is held with the principal before the phone is returned.

**3<sup>rd</sup> Offense** – Same as 2<sup>nd</sup> offense **plus** student may be given consequence (detention or in-school suspension)

**4<sup>th</sup> Offense** – Loss of cell phone privilege in school for the remainder of the school year. Student and parent/guardian meetings must take place. Further disciplinary action may occur if the student chooses to continue this behavior - this may lead to OSS consequences.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic devices involved.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they will fail the exam and potentially receive an alternative assignment, and/or be suspended. The student may also face an automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **SECTION II ACADEMICS**

### **FIELD TRIPS**

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 and extracurricular program. Parents/guardians will be notified of a student field trip at least one week in advance and students will be expected to attend. Parents/guardians may submit a written request to allow their student to opt out of the trip. Attendance rules apply to all field trips.

### **GRADES**

McBain High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. 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. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school uses the following grading system:

## GRADING SCALE

Class work, homework, special projects, honor roll and grade point average are determined in part by using the following scale:

Student Performance Levels	Percentage	Grade	GPA
<u>Exemplary</u> – Student consistently works above and beyond standard class requirements	100-95	A	4.0
	90-94	A-	3.6667
<u>Proficient</u> – Student often works above the standard class requirement	87-89	B+	3.3333
	83-86	B	3.0
	80-82	B-	2.6667
<u>Average</u> – Student completes the assigned work with a reasonable degree of proficiency and completeness	77-79	C+	2.3333
	73-76	C	2.0
	70-72	C-	1.6667
<u>Needs Improvement</u> – Student accomplishes class work and tasks with some degree of success	67-69	D+	1.3333
	63-66	D	1.0
	60-62	D-	0.6667
<u>Failure to Meet Expectations</u> – Student has not performed at a level necessary to pass course	0-59	E, NC, I	0.0

## GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

## GRADING PERIODS

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. This progress report may be noted in PowerSchool, our electronic Student Information System.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

## GRADUATION REQUIREMENTS

### Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits - **25.0 credits**. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at [www.mcbain.org](http://www.mcbain.org) or at the High School Office.

### Specific course requirements are:

- 4.0 credits - Mathematics: Algebra I, Geometry, Algebra II, and Senior Math
- 4.0 credits - Language Arts: English 9,10,11,12
- 3.0 credits - Science: Biology, Chemistry or Physics, 1 additional Science credit
- 3.0 credits - Social Studies: US History/Geography, Civics, Economics, and World History/Geography
- 1.0 credit - Visual, Performing, Applied Arts
- 0.5 credit - Health
- 0.5 credit - Physical Education
- 2.0 credits - World Language
- 7.0 credits - Electives (student choice)
- \*25.0 credits total**

## Early Graduation Procedures and Timelines

Any student who would like to graduate early from high school must follow this procedure and adhere to the timelines held within. “Early” means to graduate from high school in less time than the normal pace of a four-year grade-level sequence for educational and/or vocational reasons. The procedure to request approval for early graduation is outlined below:

- 1 - The student will meet with the high school principal during the month of October to express their intent to graduate early.
- 2 - The student will then meet with the counselor and principal to review credit requirements for graduation. If all credit requirements are capable of being met within the time frame for early graduation, the principal will communicate and confer with the parent/guardian to ensure that both are in agreement to move forward. Our Board of Education Expectations will be reviewed with the parent and student.
- 3 - The high school principal will review our Board of Education Expectations with the parent and student. Board of Education Expectations include the following:
  - a. Students will not be allowed to attend the senior trip.
  - b. Students may attend dances (Prom, etc.) as guests and must complete any dance guest form process prior to attending.
  - c. Students have the choice to take part in the spring graduation ceremonies.
- 4 - The high school principal will discuss with the superintendent any early graduation requests.
- 5 - The student and parent will each write a letter to the Board of Education asking permission for early graduation with reasons supporting their plan and request. Examples of reasons to be given consideration are:

Hardship Circumstances  
Vocational Opportunities  
Enlistment in the Military  
Pursuit of Continuous Specialized Education Objective  
College Entrance

The student and parent letters must be submitted to the high school principal **one week prior to the November School Board Meeting**. The letters will then be given to the superintendent and included in the Board Communications for the November Board meeting.

- 6 - The request for early graduation will be put on the Board agenda for approval at the December Board Meeting.
  - 7 - After the Board of Education makes the decision, the high school principal will notify the parents of the Board action.
- The student must be expected to complete all state and local graduation requirements of any subjects and credits units to a satisfactory level by the requested time frame by the high school principal, the student will not graduate early.

Each request is to be determined by the Board of Education based on the merits of the individual



and the circumstances involved - one case shall not set a precedent for others.

### **POSTSECONDARY (DUAL) ENROLLMENT PROGRAM**

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary **(Dual) enrollment** program providing the student meets the requirements established by law and by the District. Any interested student should contact our high school counselor to obtain the necessary information and to discuss qualifications. All Dual Enrollment Program information can be found in our Curriculum Guide online at [www.mcbain.org](http://www.mcbain.org) or at the High School Office.

### **HONOR ROLL**

At the end of each nine-week marking period, recognition is given to those students who do outstanding work in school. Students who have a "B" average or better for the marking period will appear on the Scholastic Honor Roll. To be eligible for the Scholastic Honor Roll, a student must have a 3.00 average and no "E" grades.

### **SENIOR SCHOLAR PROCESS - ACADEMIC AWARD**

Starting with the graduating class of 2012, McBain High School has a process to recognize our top academic Seniors with the Senior Scholar Award. This replaced the long-standing tradition of only recognizing a Valedictorian and Salutatorian. Many schools across the State of Michigan, have made this shift in order to honor a higher number of students for scholastic achievement. By expanding this recognition, our hope is to have more students carry this highest honor to college, or their next level of education.

This award will be calculated by using a formula with weighted criteria to generate a "Top Ten" ranking for our Seniors. The students who fill the top ten positions will then be recognized as award recipients. To be eligible for this award, students must complete the following requirements.

- ☐ Students must be enrolled in McBain High School for four (4) of seven (7) semesters, including the first semester of Senior year.
- ☐ Students must take the SAT (Scholastic Achievement Test) and have a valid score. This test is currently required for all students in the Spring of their Junior year.
- ☐ Students must carry a viable GPA (Grade Point Average) with McBain High School.
- ☐ Students who retake their SAT after their Junior year must notify the HS counselor of a score change before the end of the first semester of their Senior year.

Our highest achieving students take rigorous coursework and prepare them for a nationally recognized College Board test called the SAT. Traditionally, this national test is the benchmark for college entrance and scholarship opportunities for high school students across the nation. Although we understand that it is only one test, it does serve as one element used to determine student achievement and potential measurement for future success. Students may re-take their SAT and submit their new score to our high school counselor. Any retake scores must be submitted by the end of a student's first semester of their Senior year.

### Formula Breakdown:

GPA (Grade Point Average) = 4.0 scale

SAT (Scholastic Achievement Test) = 1600 top scale score

$GPA \times 400 = N1$  (4.0 GPA  $\times$  400 = 1600 max score)

$SAT = N2$  (1600 max score)

Our formula will be weighted with GPA at 65% and SAT weighted at 35%. This weight distribution allows for more score weight to be added to a student's GPA, which reflects the level of academic performance on coursework at McBain High School over the span of seven (7) semesters. Although important, the SAT is a one-day test and should not overtake the history of effort and study that students put into their coursework. However, the SAT is weighted to a degree that still allows it to be impactful when calculating this award.

$N1 \times .65 = F1$

$N2 \times .35 = F2$

$F1 + F2 = \text{Base Number for Student Ranking}$

### Examples:

Student A - GPA = 3.95 & SAT = 1160	Student B - GPA = 3.57 & SAT = 1400
$3.95 \times 400 = 1580$ (N1)	$3.57 \times 400 = 1428$ (N1)
$1160 =$ (N2)	$1400 =$ (N2)
$1580 \times .65 = 1027$ (F1)	$1428 \times .65 = 928.20$ (F1)
$1160 \times .35 = 406$ (F2)	$1400 \times .35 = 490$ (F2)
$1027 + 406 = 1433.00$ (Rank Base #)	$928.20 + 490 = 1418.20$ (Rank Base #)

### Recognition

Senior Scholars will be announced publicly after spring break (beginning of April) each school year. They will also be recognized at our yearly Senior Awards Night in May. Students will be given a letter and certificate, as well as, a distinguished medallion to wear at graduation. Senior Scholars will also be given the option to be a part of graduation by participating in a Senior speech, introduction, etc.

### Traditional Class Rank - Cumulative GPA Only

McBain High School will still have a traditional class rank calculated strictly by cumulative GPA. It will be placed on transcripts and seen by colleges and universities. This cumulative GPA ranking

would typically still be the ranking used for scholarship applications and entrance to colleges and universities. Our Senior Scholar rankings exist as an academic honor award. Our Traditional Class Rank and District Senior Scholar Rank values will not be released publicly by school personnel.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed by the Technology Department

## **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the SAT for high school Juniors. This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a SAT score report through their individual College Board account that they can use to apply to a college or a 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.

The MME is made up of the national SAT and WorkKeys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

Freshman and Sophomores will have the opportunity to take the PSAT. This preparatory assessment is primarily used to help students prepare for the SAT.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## **TESTING OUT OF A COURSE**

Any high school student who wishes to test-out of a course in which they are not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation, but may not be used to determine the student's GPA. Students interested in testing out of a course must contact the high school counselor for timelines and completion criteria with a certified teacher of record with McBain High School.

## **SECTION III - STUDENT ACTIVITIES SCHOOL**

### **SPONSORED CLUBS AND ACTIVITIES**

McBain provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member.

Authorized groups include:

NHS, Student Council, Project H.E.R.O., Youth Advisory Council (YAC), Rambler Review, Robotics, Gaming Club (ESports)

### **ATHLETICS**

McBain High School is a member of the Highland Conference. Students are welcome to participate in interscholastic athletics provided that the requirements outlined in this policy are adhered to by the student athlete. Current athletic teams at McBain High School are Boys/Girls Cross Country, Football, Volleyball, Boys/Girls Basketball, Softball, Baseball, Boys/Girls Track, cheerleading and wrestling.

#### **Eligibility**

- A. All students must be eligible under the MHSAA regulations.
  - 1. Students must be passing 66+hours of class work (5-7 classes meeting 5 days per week.) This eligibility will be determined on the basis of the weekly check, will be ineligible for one week or until the state requirement is satisfied whichever is longer and ineligible for one semester if ineligible on the basis of semester grades.
  - 2. Students must pass a yearly physical examination before they begin participation in athletics.
  - 3. Transfer students may not compete in game contests until their eligibility is cleared through MHSAA regulations. These students may practice with the team.
  - 4. A student entering the 9<sup>th</sup> grade for the first time will be eligible regardless of their previous semester grades.
- B. All students must also be eligible according to the McBain High School eligibility standards.
  - 1. Students will be ineligible for one week, Tuesday through Monday, if they receive failing grades in two classes or in the same class two consecutive weeks. Student's eligibility will be based on an accumulative average of the student's work from the beginning of each nine weeks marking period. Eligibility will be checked weekly.
  - 2. An athlete who is absent from school a full day may not practice or play in a contest unless the absence was approved by the principal. A participant must be in school for

at least one half day on the day of the contest to play in the contest. An athlete is to always consult their coach before missing practice or game.

3. Students must return to the athletic director the signed copy of the physical form before the first scheduled practice to be eligible to participate in practice or a scheduled contest. No practicing will be allowed until a physical examination has been passed by the athlete.
4. Disciplinary action as a result of poor school conduct may be cause for being ineligible to compete in athletics. Examples of poor conduct but not limited to these: skipped school, cheating, fighting, stealing, and destruction of school property, disrespect and poor citizenship.
5. The athletic policies shall be sent to the parents with an agreement to be signed by the parents and students that they have read the rules and agree to support them. This signed statement shall be returned before the student will be allowed to participate in sports.

## **Athletic Code**

- A. All students participating in athletics will conform to the following Athletic Code in reference to general conduct. The Athletic Code is in effect during the entire calendar year.

1. No use or possession of tobacco in any form.
2. No drinking or possession of alcoholic beverages.
3. No use or possession of illegal drugs or narcotics.
4. Acts of dishonesty and unlawfulness other than traffic violations committed inside or outside of school will be grounds for restriction.
5. Action of acts of conduct detrimental to the school will be grounds for restriction.
6. Unauthorized possession of athletic equipment belonging to McBain High School will be grounds for restriction and/or possession.

The above restrictions apply to all students from the time they first report for any sport sponsored by McBain High School until they have graduated after their senior year or are no longer taking part in athletics.

- B. Action taken for violation of the Athletic Code:

1. The penalty for the use or possession of tobacco, alcoholic beverages or illegal drugs or narcotics shall be the following:

**1<sup>st</sup> Violation** – The athlete shall be suspended from participation in:

- a) Twenty percent (20%) of the games of the current sports season in which the athlete is participating.
- b) A combination of 20% of the games in the current sport season of participation and in the following sports season in which the athlete will participate when the violation occurs near the end of a current season of participation.
- c) 20% of the games in the following sport season in which the athlete will participate when the violation occurs while the athlete is not currently participating in a sport.

During this period of suspension, the athlete will remain on the team and participate in all practices and attend all games and team meetings and make contact with the athletic director on Mondays and Fridays for counseling. Failure to meet these conditions will result in an extension of the period of suspension as determined by the Athletic Committee.

**2<sup>nd</sup> Violation** – All suspension conditions will be the same as the 1<sup>st</sup> violation except that 20% will be replaced by 50%. If the 2<sup>nd</sup> violation occurs 24 calendar months after the 1<sup>st</sup> violation occurred, the violation will be treated as a 1<sup>st</sup> violation.

**3<sup>rd</sup> Violation** – The athlete will be suspended from all participation in the athletic program for a period of one calendar year from the date that the penalty is assessed. The athlete will also be referred to the school counselor for counseling in a substance abuse program.

**All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.**

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The educational program offered by McBain High School is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance shall be the responsibility of parents/guardians and students. Absences shall be reported to the school by the parent or adult student as soon as possible.

#### **Absences**

Michigan School Attendance Law provides that children must attend school between the ages of 6 and 18. Good communication between home and school is important and we value that continued connection when reporting absences. We understand that there are valid reasons why a parent/guardian may choose to have their child miss school - however, **any absence is considered a school absence, even if a parent/guardian has excused their child from school.**

When a student is ill, they should not be sent to school. **Please call the school office (231)825-2412** (This phone line is available 24 hours). **Please call each day your child is absent,** unless you have previously indicated he/she will not be in school for an extended period of time. Please provide any doctor's notes to the office so we can log them into PowerSchool and keep a record of them.

Children whose absences are equal to 10% or more of the days attended are considered excessively absent. For example, if the school year has held 30 school days, then students who have missed 3 or more days are considered to be excessively absent. In an effort to improve attendance, the school will follow the attendance policy which is outlined below.

#### **The Four Steps of The Attendance Policy are as Follows:**

1. **5 or more** absences: First parent contact by mail.
2. **10 to 15** absences: Second parent contact by certified mail including meeting with the Principal and a health referral, if appropriate.
3. **15 or more** absences: "Legal Notice to Parents or Guardians of Non-Attendance of Children in School" sent to parents by certified mail and referral to local agency and ISD truancy representative.
4. If there is not an improvement in attendance, then the ISD will file truancy with the local judicial system.

The staff at McBain take attendance at the beginning of each hour. In this way, students may have days where they are absent for a portion of the day and present for a portion. For example, students who miss an hour due to an appointment or scheduled event but return to school in the afternoon will be marked absent for the class missed and present for the remainder. The school should establish procedures to ensure accurate attendance.

## **Tardiness**

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they must report to the school office before proceeding to the first assigned location. Any student who is late **up to ten (10) minutes** shall be marked tardy for that class by the teacher. Students who are **more than ten (10) minutes** late will be considered absent for that instructional period.

Students who are tardy three (3) times or more from an individual class period during a semester will receive the following consequences:

## **Tardy Policy**

*1st/2nd Tardy*.....Verbal warning by teacher (recorded)

*3<sup>rd</sup>/4<sup>th</sup> Tardy*.....1 hour detention (before/after school) - Teacher makes parent/guardian contact

*5<sup>th</sup> Tardy or More*.....Referral to Principal / parent/guardian contact made / In-School Suspension

## **Habitual Truant**

As defined in F.S. 1000.01, a "habitual truant" is "a student who has fifteen (15) or more unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent/guardian, and who is subject to compulsory school attendance."

Any student who accumulates a total of fifteen (15) days of unexcused absence in a period of ninety (90) calendar days will be considered habitually truant. The student and his/her parent shall be informed of excessive absences as well as the district's intent to file a complaint with the Circuit Court Juvenile Division and notify the Department of Highway Safety and Motor Vehicles (DHSMV).

## **Regular School Attendance**

- A. Regular school attendance shall be the responsibility of parents and students. In addition, the parent/guardian shall be required to justify each absence of the child by providing the reasons and explanations for the child's absence to the school.
- B. Each school shall continually encourage and promote regular school attendance of students. Furthermore, each school shall maintain accurate attendance records, track absences and follow attendance reporting procedures prescribed by the superintendent.

- C. Teachers shall record absentees each period of the school day and report absences as required by the school. Parents/guardians should be notified each time their child is absent insofar as possible.
- D. For each absence for which the reason is unknown, the principal or designee shall contact the student's parents or guardian to determine the reason for the absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.
- E. Any student who fails to attend any regularly scheduled class and has no excuse for absence shall be referred to the appropriate school administrator. Disciplinary action shall include notifying the student's parent/guardian. Chronic truancy, deliberate nonattendance, or students with at least five (5) unexcused absences shall result in a referral to the Child Study Team.
- F. Students identified as physically or mentally impaired and eligible under the Individuals With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and are exhibiting a pattern of non-attendance, shall be referred to the Child Study Team to review the attendance record and make appropriate recommendations.

### **Absence of Student for Work**

Students may not be given excused absences to remain out of school for the purpose of working, unless the job is an integral part of the student's instructional program.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons a.i.1d will be provided an opportunity to make-up missed school work and/or tests:

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than on the day of the absence or by the following day. They are to call the high school office at 231-825-2412 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed school work. Students who are excusably absent for more than 13 days in a semester, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch"



to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events and a notation made on his/her transcript concerning his/her frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

### **Excusable, Non Approved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day -without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he -will be considered a "habitual" truant and will be reported to the proper authorities.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school 231-825-2412 by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence -will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Make-up of Tests and Other School Work**

Students who are marked as an excused absence from school or who have been suspended shall be

given the opportunity to make-up work that has been missed. The student should contact the high school office as soon as possible to obtain assignments. The principal shall determine, in consultation with teachers, when appropriate, whether the student should be given the opportunity to make-up schoolwork and course requirements missed while absent due to out-of-school suspension. If this privilege is given, the student shall have a reasonable amount of time left up to the discretion of the teacher following suspension to complete the schoolwork missed and shall do so on his or her own initiative.

Students who are marked as an excused absence will be given the number of days of the excused absence within which to make-up work. For example, if a student is absent (excused) for two days - the student will be given two days to complete their work missed. If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If they miss a State mandated test or other standardized test, the student should consult with the high school office, or testing coordinator for a make-up date.

### **Suspension from School**

Absence from school due to suspension shall be considered authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the high school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

### **Married and/or Pregnant Students**

Married and/or pregnant students shall not be prohibited from attending school. Teenage parents shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs. Students participating in Teenage Parent Programs (TPP) shall be exempt from minimum attendance requirements for absences relating to pregnancy or parenting, but shall be required to make up the work missed due to the absence pursuant to F.S. 1003.54 before a passing grade and/or credit is assigned. Make-up work should be completed as soon as possible.

The District will provide information on alternative and adult education programs. Pregnant students may choose to attend one of these programs, provided the curriculum allows for credit or coursework toward a high school diploma.

### **College Visits and Military Recruitment**

Trips for college/military should be scheduled when school is not in session. The administration may make an exemption if the college or military facility has a planned program agenda for a specific day or if the student has a specific appointment with a college or military official that is validated in writing. These trips are limited to junior and senior students, for three (3) school days per school year.

## **Adult Students**

An adult student (eighteen (18) years of age) who is not residing with a parent or legal guardian shall not be prohibited from registering or remaining in school. All adult students are required to follow all school board rules, policies and procedures, and shall be under the authority of the principal as it relates to leaving school grounds, attendance and discipline procedures.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School Activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

A major component of the educational program at McBain is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;

- act at all times in a manner that reflects pride in self, family, and in the school.

## **Dress and Grooming**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Student dress is a factor in the establishment of a respectable educational atmosphere. All clothing should be modest and appropriate for school. It should not be disruptive, offensive, or counter-productive to the educational environment. Attempts on the part of individuals or groups to call attention to themselves by unusual clothing or grooming will be considered unacceptable.

Fundamental responsibility for standards of dress and grooming rests with the student and his/her parent or guardian. All students are expected to wear clean, complete and reasonably fitted clothing. No slogans advertising profanity, sexual messages or pictures, vulgar suggestions, alcohol, drugs, or tobacco, are permissible on clothing. Mini-skirts/short shorts/spaghetti strap blouses are not appropriate. Backless, strapless, or bare shoulder tops should not be worn in school. Tops must have a modest neckline and should not expose cleavage. No shirts with cut out sleeves are allowed for either males or females. Undergarments should not be visible. Skirts should be at least to the fingertips when arms are down to the side. An acceptable gauge for shorts is a minimal (6) inch inseam.

Hats and hoods are permitted in the building during school hours (8:00 a.m. to 3:00 p.m.) - however, due to safety and/or academic concerns any staff or administration may ask any student to remove a hat or hood at any time. Classroom teachers will have the discretion to set classroom expectations for their students regarding hats/hoods. All outdoor coats and jackets are to be placed in lockers and not to be worn in class.

Because some individuals or groups are representing the school (e.g. performing musical groups, athletic teams, cheerleaders, etc.) the school reserves the right to establish more definitive dress policies for these groups. All teaching staff have the authority to decide if student dress is inappropriate. **The administration reserves the right to make final interpretations regarding proper attire of students. Students with inappropriate clothing on will be asked to change or call home to have other clothing brought to school.**

Students who are representing McBain at an official function or public event may be required to

follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/ or participating in activities which are designed to intimidate another student **will** be disciplined.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/ or special circumstances of the situation.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/ or expulsion from school. Below are examples of school consequences for students.

- Verbal Warning
- Parental Contact
- In School Suspension
- Out of School Suspension
- Guidance Counselor
- Police Referral

- Expulsion

## **Use of Drugs**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to 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 the 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 have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic 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.

## **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is a 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 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.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with procedures described in this handbook. If a student refuses to take the test, they will be advised that a denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a 2nd opportunity to take the test.

## **Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, or electronic cigarettes (vapes) or similar devices during school time or at any school activity. This prohibition *also* applies when going to and from school and at school bus stops or at any school sanctioned event/activity that may be off campus. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

## **Student Disorder/ Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **Possession of a Weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if they bring the item on school property, or is found in possession of the item on school property, or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm {e.g. air gun, blow-gun, toy gun, etc.}

## **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

## **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or

threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

### **Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

### **Physically assaulting a staff member/student/person associated with the District**

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."

### **Verbally threatening a staff member/student/person associated with the District**

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.

### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

### **Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### **Falsification of school work, identification, forgery**

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Impersonating (claiming another's identity as own) is strictly prohibited. Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Violations of these rules could result in suspension or expulsion.

### **False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous



stunt. Violations of this rule could result in suspension or expulsion.

### **Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### **Trespassing**

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 or Superintendent. 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.

### **Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the high school principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **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.

### **Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion and/or monetary restitution.

### **Unauthorized use of school or private property**

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 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.

### **Refusing to accept discipline**

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.

### **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.

### **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.

### **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.

### **Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **Harassment**

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another;
- H. remarks speculating about a person's sexual avenues or sexual history, or

remarks about one's own sexual activities or sexual history.

## **Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. For more information on the district's policies on hazing please go online at [www.mcbain.org](http://www.mcbain.org).

Hazing - any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiate

## **Bullying and Other Aggressive Behavior**

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. For more information on the district's policies on bullying please go online at [www.mcbain.org](http://www.mcbain.org).

## **Notification**

Notice of this policy -will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/ aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

- The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.
- The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.
- The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it

fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/ pushing/ shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, tablet, computer or other wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or acts by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/ or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **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.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel "within" buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a

student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, minor and major.

### **Informal Discipline (Minor)**

Informal discipline takes place within the school. It includes:

- verbal warning
- review of expectations
- change of seating or location;
- lunch-time, after-school detention;  
in-school restriction;

### **Detentions**

A student may be detained after school for 1 day or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

### **Formal Discipline (Major)**

Formal discipline is removing the student from school. It includes immediate removal, suspension for up to ten (10) school days, and may lead up to expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension writing to the high school principal and a formal appeal hearing will be held. When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The high school principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, they may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)



## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent's office. The request for an appeal must be in writing.

During the appeal process,

- the student shall not be allowed to remain in school.
- The appeal shall be conducted in a private meeting and the student may be represented.
- Sworn, recorded testimony shall be given.
- If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended they may make-up work while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will

contain:

- the charge and related evidence
- the time and place of the Board meeting
- the length of the recommended suspension or a recommendation for expulsion
- a brief description of the hearing procedure
- a statement that the student may bring parents, guardians, and counsel
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents
- a statement that the student may give testimony, present evidence, and provide a defense
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction
- the ability of the student and/ or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal and superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 3 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

McBain makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the

student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

1. Material cannot be displayed if it:
  - 1.1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 1.2. advertises any product or service not permitted to minors by law,
  - 1.3. intends to be insulting or harassing,
  - 1.4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 1.5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Materials may not be displayed or distributed during class periods, or during passing times between

classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours in advance in order to display them.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V -TRANSPORTATION**

### **Bus Transportation to School**

The school provides transportation for all students who live farther within our district borders. The transportation schedule and routes are available by contacting the bus garage at 231-825-2491.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted

transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

**Previous to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

**During the trip**

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times
- do not litter in the school vehicle or throw anything from the vehicle
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- do not tamper with the school vehicle or any of its equipment.

**Leaving the bus**

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten ( 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **BUS INFRACTIONS**

Minor violations that deal with misbehavior such as safety violations, inappropriate language, horseplay or disregard for bus rules will not be tolerated. All violations will result in parents being notified of the following consequences:

Violation #1: Conference with the student.

Violation #2: Three day bus suspension.

Violation #3: One week bus suspension.

Violation #4: Three week bus suspension.

Violation #5: Suspension from bus for remaining school year.

Major violations will result in suspension from the bus and from school. Examples of major violations are as follows: defacing or destruction of property, fighting, threats, disrespect and inappropriate language.

Violation #1: Three-day suspension from bus and possible suspension from school.

Violation #2: 3-week suspension from bus and suspension from school (consistent w/ school rules).

Violation #3: Six-week suspension from bus and school suspension.

Violation #4: Permanent suspension from bus and school suspension

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus

## **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal laws.

## **Self-Transportation to School**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their

parents assume full responsibility for any transportation to and from school not officially provided by the school.

**The following rules shall apply:**

- Students under age eighteen (18) must have written parental permission prior to driving to school. A parent signed letter needs to be returned to school and will be kept in the student's file.
- Students shall complete the Parking Permit Application.
- Parking lot speed is 5 MPH.
- Students will park in designated areas only. Student parking in the library lot is not permitted.
- The student must obtain a parking permit from the high school office.
- When the school provides transportation, students shall not drive to school sponsored activities
  - Unless written permission is granted by their parents and approved by the principal.
  - Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.
- Excessive tardiness, truancy, skipping class and other infractions are grounds for revoking a student's driving privilege. This will require the student to ride the school bus or to arrange alternate transportation.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.



**MCBAIN RURAL  
AGRICULTURAL SCHOOL**  
"FEEL THE WHEEL"

## 2023-2024 Parking Permit Application

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street/City/Zip Code*

Grade: 10 11 12 Student Driver's License #: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Vehicle Registered Owner: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Parent Phone Number(s): \_\_\_\_\_

I hereby authorize my son/daughter to drive the above described vehicle to and from School and verify that the information on this form is accurate to the best of my knowledge. I also verify that I have read the 2018-2019 Parking Permit Policy on the reverse side of this Application and I understand that if it is determined the driving privilege has been abused, his/her driving permit will be revoked by the school administration. In connection with this request, I consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises, based on the reasonable suspicion of a school administrator that the vehicle or its contents may violate law or school rules.

EXCESSIVE TARDINESS, TRUANCY, SKIPPING CLASS AND OTHER INFRACTIONS ARE GROUNDS FOR REVOKING A STUDENT'S DRIVING PRIVILEGE. THIS WILL REQUIRE THE STUDENT TO RIDE THE SCHOOL BUS OR TO ARRANGE ALTERNATE TRANSPORTATION.

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_  
*Date*

Permit Number

\_\_\_\_\_