

# Newaygo

## Secondary Schools

### Student Handbook

2023-2024



Experience the LION Pride!

**In collaboration with parents and community, NPS will provide every student with an exceptional foundation through enriched learning opportunities in a safe environment that will encourage individuals to be confident in their abilities and inspired to succeed.**

## 2023-2024 School Calendar

<b>August 22, 23, 24</b>	Professional Development – Staff Only
<b>August 28</b>	First Day of School for Students
<b>September 1-4</b>	No School – Labor Day Weekend
<b>September 25</b>	Late Start
<b>October 2</b>	Late Start / Parent-Teacher Conferences – Grades 5-12 – 5:00-8:00 p.m.
<b>October 5</b>	Parent-Teacher Conferences – Grades 5-12 – 5:00-8:00 p.m.
<b>October 9</b>	Late Start
<b>October 16</b>	Late Start
<b>October 23</b>	Late Start
<b>October 30</b>	Late Start
<b>November 6</b>	Late Start
<b>November 13</b>	Late Start / Parent-Teacher Conferences – Grades K-4 – 5:00-8:00 p.m.
<b>November 15</b>	No School – Deer Day
<b>November 16</b>	Parent-Teacher Conferences – Grades K-4 – 5:00-8:00 p.m.
<b>November 20</b>	Late Start
<b>November 22</b>	Half-Day of School – Begin Thanksgiving Break
<b>November 23-24</b>	No School – Thanksgiving Break
<b>November 27</b>	Late Start
<b>December 19</b>	Half-Day for All Students– End of First Semester (5-12)– Teacher Records in p.m.
<b>December 20-January 2</b>	No School – Begin Christmas Break
<b>January 3</b>	School Resumes
<b>January 8</b>	Late Start
<b>January 12</b>	Half-Day for All Students– End of First Semester (K-4) Teacher Records in p.m.
<b>January 22</b>	Late Start
<b>January 29</b>	Late Start
<b>February 5</b>	Late Start
<b>February 12</b>	Late Start
<b>February 16-19</b>	No School – Winter Break
<b>February 26</b>	Late Start / Parent-Teacher Conferences – Grades 5-12 – 5:00-8:00 p.m.
<b>February 29</b>	Parent-Teacher Conferences – Grades 5-12 – 5:00-8:00 p.m.
<b>March 4</b>	Late Start
<b>March 11</b>	Late Start
<b>March 18</b>	Late Start / Parent-Teacher Conferences – Grades K-4 – 5:00-8:00 p.m.
<b>March 21</b>	Parent-Teacher Conferences – Grades K-4 – 5:00-8:00 p.m.
<b>March 25</b>	Late Start
<b>March 28</b>	Half Day of School
<b>March 29 – April 5</b>	No School – Spring Break
<b>May 24</b>	Half-Day of School
<b>May 27</b>	No School – Memorial Day
<b>June 5</b>	Half-Day of School – Teacher Records in p.m.
<b>June 6</b>	Half-Day of School – Teacher Records in p.m. – Last Day of School

- Late Start - School will begin one hour later than normal and morning bus routes will run one hour later in the morning on these days.
- Alternate Days of Instruction - If additional days of instruction are needed to comply with State requirements of minimal number of hours of instruction (1,098) they will be added at Winter Break (February 16 and February 19), and/or the end of the school year. Decision will be announced by February 2, 2024.
- Calendar Updated 8/21/2023

## **INTRODUCTION**

This guide has been prepared for you. Read this material carefully, as it will be helpful in answering many of your questions concerning this school and how best it can serve you. Although it cannot cover all the phases of school life, it will serve as a guide to what is expected of you and give you understanding of the necessary regulations, policies, and practices that have been adopted in order to make your attendance here more profitable.

We, the faculty, administration and Board of Education, wish to extend a hearty welcome to all new students entering Newaygo Public Schools for the first time and all returning students beginning a new school year.

It is an honor and a privilege to be a student at Newaygo Public Schools. It is also your responsibility to your parents, your school, and your classmates to make wise use of your time while attending school, so that these years may be used as stepping-stones to higher achievements.

We hope all students will remember that learning is serious and important business and that it is accomplished only by hard work. Our teachers and our administration expect all students to do school work to the best of their ability -- and do it neatly, accurately and promptly.

## **BOARD OF EDUCATION**

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Mrs. Jami Schultz, Secretary  
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Mrs. Gena Dietz, High School Principal  
Mr. John Bull, High School Assistant Principal  
Mrs. Lisa Piccard, High School Counselor  
Mr. Mike Fosburg, High School Athletic Director  
Mr. Jim Smith, Middle School Principal  
Mr. Kyle McAlister, Middle School Assistant Principal

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# Introduction

Newaygo Public Schools is dedicated to creating and maintaining a positive learning environment for all students. In order to meet this end, Newaygo Public Schools will exercise its independent legal authority to educate, protect, and discipline our students. Additionally, parent(s)/guardian(s), staff, teachers, and administrators must assume a responsible role in promoting behavior that enhances academic and social success. Everyone's courteous, respectful, and responsible behavior will foster a positive learning climate in our school community.

Each person has certain rights, and along with these rights goes certain responsibilities. You have the right to pursue your own fulfillment, but your rights must end when they begin to infringe on the rights of others. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement. Some of the significant rights and responsibilities are:

## THE RIGHT TO:

- Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- Participate in school activities without being subject to unlawful discrimination. Where access to participation and programs or activities is on an eligibility or competitive basis, each student has the right to an opportunity to apply and to compete on an equal basis under uniform criteria.
- Express and communicate concerns, thoughts, and ideas in a manner of expression that does not interfere with the orderly operation of the school or the rights of others.
- Participate or refrain from participating in patriotic exercises or activities.
- Be secure in their person, papers, and effects against unreasonable searches and seizures, consistent with the requirements of law that there is reasonable suspicion upon which to conduct searches of students and their personal possessions for materials, substances, or items prohibited by law or school regulation.



## THE RESPONSIBILITY TO:

- Attend classes daily, be on time to all classes, and follow school rules.
- Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and to respect the dignity and worth of other individuals.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression. Refrain from the use of illegal substances including, but not limited to, alcohol and tobacco.
- Develop tolerance for the viewpoints and opinions of others. Recognize the rights of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
- Respect the rights of classmates who do or do not wish to participate.
- Respect the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and to accept the consequences for articles stored in school lockers.

# School Policies & Procedures

*(The following information is for all secondary students grades five through twelve, at Newaygo Public Schools).*

## ATTENDANCE GUIDELINES AND PROCEDURES

### PHILOSOPHY

Regular and prompt attendance in school is an important and major factor in academic success. It is also a desirable quality in the workplace that reflects responsibility.

### RESPONSIBILITIES

The **primary responsibility** for ensuring regular and prompt school attendance rests with the parent(s)/guardian(s) and the student. Through cooperative efforts between the parent(s)/guardian(s) and the school staff, it is hoped each student will develop attendance habits and attitudes which will be helpful to his/her present and future endeavors.

**Students have the responsibility to** be prompt in their attendance, regularly attend class, and to contact his/her teacher for make-up work when absent. Students have one week to reconcile any attendance concerns (tardies, absences).

**Parent(s)/Guardians have the responsibility to:**

- Give a written statement and/or confirmation to the school each time a student is absent for any reason
- Give written notification to the school annually that their student has an existing medical condition or some other uncontrollable factor that would cause absence(s) from school.
- Set priorities at home that support education by requiring regular daily attendance for their student.
- If absences do occur, the school should receive a telephone call the same day informing the school of the reason for the absence.

Parent(s)/Guardian(s) will be notified by the school via telephone or mail when attendance concerns exist. Keeping a record at home of your student's absences will help your student develop or maintain an excellent daily attendance record.

Parent(s)/Guardian(s) are reminded that N.P.S. has an Internet program "Skyward," to assist parent(s)/guardian(s) in monitoring their student's attendance and grades. Parent(s)/Guardian(s) wishing to take advantage of this program should contact their student's school.

**Counselors** have the responsibility to check and detect irregularities in the attendance patterns of their counselees, to respond to parent(s)/guardian(s) requests about the attendance patterns of students, to consult with teachers about academic problems of students caused by irregular attendance, and to counsel students and parent(s)/guardian(s) about absences.

**Administrators** have the responsibility to develop procedures, which provide prompt feedback to students, parent(s)/guardian(s), counselors and teachers and to administer the Attendance Policy with fairness and impartiality.

**Truancy Intervention:** Studies indicate that students who are truant have a greater chance of dropping out of school. Truancy often leads to high-risk behaviors such as violence, alcohol, and substance abuse. The objectives of this program are to:

- Increase student attendance;
- Decrease the number of trancies, and
- Develop a collaborative community effort to assist families of students who are truant.

The principals may make a referral to the Truancy officer at any time regarding past or current attendance concerns and at the principal's discretion. Excessive verified absences may be referred to the Truancy officer for review.

### NEWAYGO COUNTY'S TRUANCY INTERVENTION PROTOCOL

Lack of school attendance is a concern in Newaygo County. Children cannot succeed in our society without a good education. Truancy is the first sign that a student is in trouble at home and at school. Truancy is one of the most powerful predictors of juvenile delinquency. The Newaygo County Prosecutor, Newaygo County school superintendents and Newaygo county RESA have joined in partnership to develop a Truancy Intervention Program. This is a collaborative effort to help children who are not regularly attending school.

## COMPULSORY SCHOOL ATTENDANCE LAW MCL 380.1561

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen.

**Our goal is to improve student attendance and ensure that he/she attends school on a regular basis in order to develop to his/her fullest potential.**

### ATTENDANCE INCENTIVES

- Recognition may be given to students with excellent attendance.
- Teachers are encouraged to develop incentives to improve attendance in their classes.

### ABSENCES AND ATTENDANCE CODES

We recognize that the presence of a student in the classroom enables him/her to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. The N.P.S. Board of Education considers the following factors to be reasonable excuses for time missed at school:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Attending returning or farewell service for military parent, guardian, or sibling
6. Such other good cause as may be acceptable to the Administration or his/her designee

### THE ATTENDANCE CODES BEING USED THIS YEAR ARE AS FOLLOWS:

#### **P = Parent Verified Absence – A**

parent(s)/guardian(s) has given the school verification of a student's absence due to one of the reasonable excuses listed above.

(It will count towards allowable days absent).

**U = Unexcused Absence** – There has been no verification of a student's absence by a parent(s)/guardian(s). (It will count towards allowable days absent).

It should be noted that an unexcused absence will have an adverse effect on a student's progress in class and negatively impact an attendance appeal.

Students in grades five (5) through eight (8) who have more than four (4) consecutive absences or six (6) absences in a semester, a letter will be sent to the student's parent (s)/guardian(s). If the student is under the age of sixteen (16), a copy may be sent to the Truancy officer.

Students in grades nine (9) through twelve (12) who have absences totaling more than six (6) in any class in a semester, may lose credit for that class. Students (grades 9-12) who lose credit due to attendance are directed to meet with their Assistant Principal to obtain information regarding Attendance Recovery.

### OTHER ATTENDANCE CODES THAT MAY BE USED ARE AS FOLLOWS:

A	Web Absence
AE	Athletic Event
BR	Bereave/Funeral
CT	Court
D	Excused Tardy
I	In School Suspension
L	Web Tardy
ME	Medical/Dr. Excused
NP	Not Pre-Excused
O	Other School Activity
P	Parent Note
PE	Policy Exception
PR	Pre-Excused
RT	RTC Center
S	Out of School Suspension
SE	Signed Out Early
SF	School Function
SK	Skippping
T	Tardy
TR	Transferred
TS	Testing
WD	Withdrawing
X	Expulsion

### SCHOOL-SPONSORED ACTIVITIES

Any absence incurred by the student participating in a school activity will be considered either an Athletic Event or a School Function. Students are expected to meet with their teachers before any activity in order to make arrangements for any work missed.

## **ATTENDANCE EXPECTATION FOR STUDENTS INVOLVED IN....**

### **ACTIVITY AND/OR ATHLETIC EVENTS**

Students involved in an activity and/or athletic event are required to be in attendance each and every class period on the day of an activity/athletic event. In extenuating circumstances, students may apply to the administration to request some leeway with the attendance policy. The administration will render a decision on a case-by-case basis.

### **PLANNED OR PRE-EXCUSED ABSENCES**

Any time a student knows that he/she will be absent from school for an extended period of time (two or more days), must give advance notice to all of his/her teachers by obtaining a Pre-Excused Form. This form can be obtained from the Principal's office. The student must obtain his/her teachers' signatures on this form, which must also be accompanied by a note from a parent, and returned to the Principal's office.

### **COMPLETING WORK MISSED**

It is the student's responsibility to obtain makeup work from each teacher. Students will complete makeup work in a reasonable amount of time set by the teacher.

### **TARDY POLICY**

Prompt arrival to all classes is an important aspect of academic performance. Not being on time or "tardy" delays and disrupts the learning process, shows disrespect for teachers and fellow students, and generally demonstrates a disregard for the commitments required within the learning environment. If a student is tardy more than 20 minutes, he/she will be marked absent for the entire class period, and may be subject to Extra-Curricular Probation until completion of attendance recovery.

The following consequences will result from tardies:

- 1-3 tardies will be dealt with by the classroom teacher in which the infraction took place.
- The 4th tardy will result in a teacher referral to the Assistant Principal's office.
- Excessive tardies may result in Saturday school (high school only), suspension and parent contact by administration.

### **PROCEDURES**

- Attendance will be taken hourly by the teachers. The official attendance record will be maintained by the teachers.

- A letter will be sent home the first time a student accumulates four (4) or more absences in a class period.
- Students who have long-term medical or other extenuating attendance problems will work with the Principal and or Assistant Principal to work out a plan to accommodate special attendance needs.
- At the Principal's discretion with students under the age of eighteen (18), a letter will be sent to the Truancy officer after a student has accumulated 4, 8, and 10 days of absence in a school year.

### **CHECK OUT PROCEDURES**

A parent note or phone call is required if students plan to leave anytime during the day. Students must notify the office and SIGN OUT as they leave or the absence will be unexcused and could result in disciplinary action. If a student needs to leave, they must call a parent(s)/guardian(s) or a person on their emergency list to get approval through the office.

### **EXTRA CURRICULAR PROBATION:**

(High School Only)

Students will be allowed five (5) absences in each class period during a semester. On the sixth (6) absence, the student will be placed on Extra Curricular Probation for the remainder of the semester or until the student makes up the time missed. Students will have one (1) week from the time of the sixth (6) absence to make up the missed time. (extenuating circumstances will be dealt with by the administration). Students will also be allowed four (4) tardies and four (4) behavioral referrals per semester. On the fifth (5), the student will be placed on Extra Curricular Probation for the remainder of the semester.

- Examples of ways in which to make up the time include, but are not limited to, lunch detentions, after school detention and Saturday school.
- When on Extra Curricular Probation, the student loses extracurricular privileges until the end of the semester or until the missed time has been made up within the one-week allowance as per administrative permission. Extracurricular activities include, but are not limited to the following: Art Club, Drama, Chess, Quiz Bowl, Athletic events, Athletic participation, Dances, etc.

### **SKIPPING SCHOOL/TRUANCY**

Skipping school or truancy is an indication of a student's failure to assume his responsibilities to himself, his family, and the school. Students skipping an assembly will be considered the same as skipping a class. Students who skip



will be required to make up the equivalent to the time they skipped at the discretion of the Administration. This may include lunch(es), before school, after school and/or Saturday school.

### **ATHLETICS/ACTIVITIES** **ELIGIBILITY REQUIREMENTS**

- All students participating in interscholastic athletics must have a valid physical examination on file in the principal's office dated on or after April 15<sup>th</sup>.
- Students participating in interscholastic athletics must be responsible for proving their own eligibility.
- A student absent from school during any part of the day of athletic/activity contest will not be eligible to participate. (See Absence and Participation in School Function).
- Athletic/Activities eligibility will be based on the recommendations of the Michigan High School Athletic Association and NPS administration. Students must pass all 6 classes, per semester. See the MHSAA.com website for a complete eligibility requirement explanation.

**All guidelines set by the Michigan High School Athletic Association will be followed.**

### **BAGS AND COATS**

Bags (backpacks, messenger bags, book bags etc.) will not be carried to the classrooms, or the cafeteria during lunch. Students are allowed to bring bags to school but they should store them in their lockers during the school day. Additionally, coats may not be worn during the course of the school day.

## **BUILDING AND GROUNDS**

In order to provide consistent and quality supervision and to maintain a safe and orderly learning environment, students are only allowed in supervised areas of the campus during the school day.

### **Prior to the start of school:**

- Students are to be in designated, supervised areas

### **During Lunch:**

- Students are to be in the cafeteria or in a designated area

### **After school is dismissed:**

- Students are to be on campus or in the building when under staff supervision

Students are never allowed in unsupervised areas, such as; behind the buildings, student parking lots, areas behind the bleachers and wooded areas around the buildings.

## **CLASSROOMS**

Each class is expected to leave the classroom clean and orderly. Do not eat in classrooms or hallways.

## **EQUIPMENT (Care of School Equipment)**

Take as good care of school equipment as you would your furniture at home. Remember that your parents are paying taxes to buy the equipment we use. Any breakage, accidental or malicious, must be paid for by the student.

## **PHONES**

Necessary calls may be made from the Student Phone in the main office, before school, after school or during a student(s) lunch hour.

Necessary messages will be taken at the office and be given at the best of our ability. Calls from parents and other necessary calls can be answered at the close of the class session. Unless a call is of a very serious nature, no student will be called from class to answer the telephone. Parent/student communication via personal cell phone is not allowed during class time.

## **CAFETERIA**

Students are expected to be courteous and respectful and to purchase food for their personal use.

- Open containers of food or drink are not allowed outside the cafeteria without permission.
- Entry into the cafeteria and the food service lines are to be orderly. Students will enter the food service area through the proper entrances and be respectful of others.

- Students will eat their lunch seated at a table. All students at the table are responsible for the cleanliness of the table and the floor area under the table.
- When students finish eating lunch, they have the options of remaining at their table, going outside to a supervised area, or going to other noon hour activities. The parking lots and behind school buildings are off limits.
- Disrespect for lunchroom supervisors and/or others will not be tolerated.

Cafeteria clean up and/or lunch detention may be assigned by the Supervisor for minor violations of the cafeteria expectations.

Major violations will be referred to an Administrator and include, but are not limited to: tossing/throwing food or other items, abusive/profane language, disrespect to others and/or damage to equipment, furniture, or personal possessions.

## **UNIVERSAL BREAKFAST & LUNCH**

Newaygo Public School is participating in the Community Eligibility Provision (CEP) under the National School Lunch Program. Under CEP, all children in the school can receive breakfast and lunch at no charge. In order to adhere to program rules, a full meal must be taken by the student. This must include at least three meal components, one of the components must be a serving of fruit or vegetables. Incomplete meals will be charged as an a la carte purchase. Extra items are available for purchase, but must be paid for at the time of purchase. Breakfast is offered at 7:45AM in the cafeteria.

## **LUNCH ROOM PROCEDURES**

Newaygo Public Schools Food Service Department (NPSFSD) believes that good nutrition promotes positive school outcomes. It is their objective to provide our students with well-balanced nutritional meals that they enjoy, and are in compliance with the standards set by the United States Department of Agriculture and Michigan Department of Education. Students at the secondary buildings use pin pads cards to record meals received. Students enter their student ID number into the computer at the end of the serving line. Deposit envelopes are available in the office and /or the cafeteria. Money to cover extra purchases can be deposited at any time. Students will not be allowed to make a la cart purchases without appropriate funds in their account.

## **CLOSED CAMPUS POLICY**

Newaygo Middle and High School have a closed campus policy for all students in grades 5 through 11. This means the students are not allowed to leave the school campus at any time unless leaving on school transportation, being picked up by a parent(s)/guardian(s), or with permission of the Administration.

This applies to after school, as well as during the school day. The same rule applies to students staying after school for athletic or any other school activities. Students from the middle school are not permitted to drive motor vehicles to and from school without permission from the Administration.

## **EMANCIPATED STUDENTS/AGE OF MAJORITY**

### **AGE OF MAJORITY STUDENTS:**

The Board of Education recognizes that when a student reaches the age of majority, he/she is afforded all of the rights and privileges of adulthood. When a student attains the age of 18, a written request may be filed in the main office asking that the student be completely responsible for obtaining an education and be allowed to represent himself/herself in all matters pertaining to the school. This form must be signed by parents in the presence of a principal or notary. It is imperative that the student who reaches this status recognizes that, with current age of majority legislation, the schools have been given the right to set up reasonable rules regarding their operation. The Michigan legislature, recognizing the possibility of conflict between 18 year olds who are still in attendance at a school and the school policy of operation, spelled out the school's rights explicitly in the Michigan School Law Sec. 340.614, MSA 15.3614, stating: "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances...". These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies which have been officially adopted and published. An eighteen-year old student's responsibility to the school does not change upon reaching the age of majority.

## **EMANCIPATED STUDENTS**

Any student who is legally emancipated shall have the right to excuse himself/herself from school. An emancipated student shall adhere to the guidelines set forth in the procedures for a verified absence. The student shall provide verification of his/her emancipation in the form of a legal document to office personnel. This document shall be on file prior to the student verifying himself/herself.

## **GETTING TO SCHOOL**

### **BIKE RIDERS**

The school cannot be responsible for bikes parked at school. Students are encouraged to lock their bikes.

### **BUS TRANSPORTATION**

Students and parents are reminded that riding the bus to and from school is a "privilege" and not a "right". If you have questions regarding transportation, please call the transportation office (231) 652-1112.

### **CAR PERMITS**

All students must register their vehicle in the office. Car permit stickers are available in the main office, at no charge. Unregistered vehicles are subject to towing and/or impound.

### **CAREER TECH STUDENTS**

Students must ride on their assigned bus to and from the Career Tech Center. Permission to drive on occasion must be obtained from the principal or assistant principal. Students who drive without permission to the Career Tech Center will receive the following discipline: 1st Offense – Saturday school, 2nd Offense – Lose car privileges. Further action will result in suspension and/or removal from program.

### **SNOW DAYS AND DELAYS**

In the interest of safety, school occasionally needs to be canceled due to inclement weather. If school is closed or delayed, please listen to radio stations, WOOD, WCUZ, watch WZZM TV 13, WOOD TV 8, check Skylert Instant Alert, or visit the district Facebook page or Twitter to obtain information on school closings.

### **STUDENT DRIVERS**

Many students are driving their own or the family car to school. They do so out of desire to drive, or because a work schedule or athletic schedule makes it necessary. While a student who has a license to operate a motor

vehicle has legal right to drive, the Board of Education, concerned with the safety and welfare of the members of the school may set up regulations governing the operation of that vehicle on and about the school premises even to the extent of prohibiting driving to school so long as the operator is a student of the school.

Students driving vehicles should exercise great care when entering and leaving the parking lot. Student driven vehicles are to yield right of way when leaving the student parking lot. Student drivers are not to park next to the sidewalk near the student parking lot.

All motor vehicles are to be parked in lots designated for student parking and left parked until such time as the student leaves at the end of the day or goes home for lunch (seniors only) at noon. Student cars must be parked in properly marked spaces. Student vehicles are to be parked in the designated spaces of the student lot to the East of the building. Improperly parked vehicles will be subject to tow. Vehicles parked on the North, West, or South sides of the building without administrative permission will be towed away at the owner's expense, and students will lose driving privileges.

A speed of 10 miles per hour is considered to be the maximum when driving anywhere on school property. "Reckless Driving" or vehicles making excessive noise in the parking lot will not be tolerated. Reckless or careless driving on school grounds is prohibited. Violators may be denied driving privileges and will be reported to the parents and to the local police.

Students are not to leave the building to sit in their own or another car at any time to eat lunch, to study, or for any reason.

Cars should be locked at all times.

Vehicles are not to interfere with the busses at any time. Violation of this rule may result in loss of driving privileges.

Students may not drive to the Career Tech. Center without written permission from a parent and the Administration.

## **FEDERAL REGULATION**

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

## **GUEST TEACHERS (SUBSTITUTES)**

Circumstances occur that necessitate having a guest teacher in your students' classroom. Guest teachers are provided with detailed lesson plans to facilitate consistency in the classroom. Students are expected to follow classroom rules and treat the guest teacher with courtesy and respect.

## **IDENTIFICATION CARDS**

Students are provided with an identification card. These photo ID Cards are essential for operating and maintaining a more efficient, orderly and safe school environment. The ID Cards we provide are free of charge. When a student gets their school picture taken the photo ID will be produced from that photo. Students who wish to participate in school activities or utilize the services of the Library/Media Center, the Cafeteria, and/or school activities will need to present their photo ID Card upon request.

## **LIBRARY/STUDENT SERVICES**

The Library will be open at all times to students. A pass to the Library is required to allow students the privilege of using Library equipment and resources. The Library Aide has calculators for testing.

- Please present yourselves with respect and a pass.
- No food or drink is allowed in the Library.
- Absolutely no cell phones, without permission.
- No Social Media, music or downloading of any programs, unless directed by your teacher.

Violation of these guidelines or those listed in the "Newaygo Public Schools Acceptable Use Policy" will result in temporary or permanent suspension of computer privileges.

## **NATIONAL HS & MS HONOR SOCIETY**

Since 1969 Newaygo High School has had a chapter of the National Honor Society. To be a member, students must be a junior or senior with at least one semester in attendance at the high school and demonstrate good Character, Leadership, Scholarship, and Service.

## **PROCESS FOR BECOMING A MEMBER**

Each fall the advisor compiles a list of students with the minimum grade point average of 3.4 for consideration by a

Faculty Council. Students with the requisite GPA who have been enrolled in Honors classes in at least two of the three core subjects: English, Math, and Science, will be considered for the next step toward selection. Each student must submit a profile which must include information regarding their Character, Leadership, Scholarship, and Service. The criteria to be included in the profile will be discussed at a meeting which is mandatory for all prospective National Honor Society members.

The final recommendations will be made by a Faculty Council. The Principal may accept or refuse the Council's recommendations. Those selected will be then invited to attend an induction ceremony. (Examples of challenging classes: English III Accelerated, Geometry, Biology, and it is also suggested students have had at least one credit of foreign language.)

## **PARENT PARTICIPATION**

Parents are invited and welcome in our buildings! Opportunities for parents to interact, share experiences, and participate appropriately in planning, development and decision-making about our programs are provided. Regular meetings held at convenient times may address specific topics, activities and information that promote student learning and achievement.

## **REGISTRATION AND/OR WITHDRAWAL FROM SCHOOL**

Students who qualify for admission shall be accepted when the following documents have been submitted:

- Registration forms completed
- Transcript of grades from previous school
- Birth certificate or other appropriate documentary evidence
- Immunization records – must be presented prior to enrollment
- Court orders or placement papers, if applicable
- Proof of residency
- A minor student who is also a parent must provide evidence that he/she is living in an environment supervised by a responsible adult

Arrangements to withdraw from school are to be initiated in the school office. In order to withdraw from school:

- A withdrawal form must be completed stating why the student is leaving; and

- A withdrawal form requiring the signature of all the student's teachers, school administrator, and a school Counselor

Providing no fees have been incurred, the withdrawal process will be completed. If fees have been incurred, the School District will bill the student or family.

## **ADVISORY** **(Academic Hub)**

A resource period is scheduled daily for all students and is designed to address a variety of educational needs (i.e. reading, study skills, special assistance). This block of time also offers a place in the school day for unique presentations, which in the past have utilized regular classroom time and helps to minimize interruptions by club activities and other student organizations. Students are responsible for providing their own materials.

## **SENIOR TRIP**

There will be no overnight trips without The Board of Education Approval.

## **SOCIAL FUNCTIONS**

All school-related social activities must have adequate adult supervision. Parents, community members, and/or staff chaperones will intercede in any inappropriate conduct and will report such conduct to the Administration. The following must be adhered to for social activities:

- Advance permission must be secured from Administration. An "Activity Request Form" must be filled out with the proper signatures and **upon** completion, returned to the Principal for approval
- The recommended times for student activities are as follows:  
*Ninth-twelfth graders from 7:00pm-11:00pm*  
*Sixth-eighth graders between 3:30pm-5:00pm*  
*Exceptions may be granted by Administration*
- Chaperones (approved by Administration) are required for each social activity.
- Activity sponsors and/or Administrators should arrange for all chaperones to have a copy of these responsibilities and of appropriate student behavior.
- A student committee will be responsible for setting up the activity. Final inspection and/or clean-up

will be done by custodial staff with fees being paid by the sponsoring group.

- Only students enrolled in Newaygo Public Schools and displaying a valid student ID from the school from which the activity originates will be allowed to attend. Exceptions may be granted by the Administration.
- It should be noted that only middle school students will be allowed to attend middle school activities and high school students will only be allowed to attend high school activities. Students may be required to sign in upon arrival.
- Students who are suspended for all or part of the day will not be allowed to partake or attend special school activities in or outside the school day until the suspension is completed.
- Students who are on extra-curricular probation may not attend. (high school only)
- Students 21 years of age or older, may not attend any school dances.
- The school may set a time before which students may not leave unless expressed written permission to do so is given by a parent(s)/guardian(s).
- Students are expected to prearrange for their rides home at the appropriate time. Any student leaving the activity early will not be allowed to return.
- Lights will not be turned completely off during the activity.
- All exit doors leading from the activity site/hall shall remain free of obstructions, be clearly marked, and able to be opened from the inside, free of security locks or chains. Chaperones and sponsors shall locate the fire extinguisher for use in case of emergencies.
- A telephone with emergency numbers shall be provided and available for emergency use.
- After the activity, no student shall be left at the site unattended by an adult. All students will have left the school grounds before the last staff chaperone leaves.

## **STUDENT COUNCIL**

### **HIGH SCHOOL**

The Student Council elects officers in the spring from the student body at large. Each class is represented by five officers: President, Vice-President, Secretary, Treasurer and Class Representative. The student council enhances the school in many ways. It is responsible for running Homecoming Week, providing community service, such as hosting blood drives and participating in True North Adopt-a-Family program at Christmas; the council also

handles the Penny Prince and Princess Court process during Snowcoming week; along with other activities and services for both students and staff. The council members are committed to making NHS the best place to learn and exhibit school spirit.

### **MIDDLE SCHOOL**

The Student Council elects officers from the student body at large in the fall. Each class is represented. The student council enhances the middle school experience by supporting school activities such as fundraising, class trips, community service projects, athletic events, and other activities as needs arise.

## **STUDENT FUNDRAISING**

The Board permits student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.

Students wishing to hold a fundraiser need to obtain guidelines for conducting the fundraising activity from the school office. Permission must be obtained in advance from Administration before students can conduct any fundraising activity.

## **STUDENTS IN TRANSITION EMPOWERMENT PROGRAM**

The Stewart B. McKinney Education Assistance Act provides that school districts must ensure the right to a free, appropriate public education for all children, ages 3-17, who are living in transition due to loss of housing. More and more families, and youth who are not living with a parent or guardian, are among those who find themselves in this situation. Today, the average age of a homeless person in the U.S. is 9 years old. In fact, it is estimated that more than 1.3 million children under the age of 18 lack a fixed, regular, and adequate overnight residence.

Students may be found living in the following situations:

- Doubled up with friends or relatives due to a lack of affordable housing
- In a shelter, motel, vehicle, or campground
- In an abandoned building or other inadequate accommodations
- On the street
- Youth living on their own

Students who do not have a fixed, regular, and adequate overnight residence have the right to:

- Enroll in and attend school, no matter where they live or how long they have lived there
- Continue in the school attended before experiencing loss of housing, or the school last attended
- Receive transportation assistance to the school of origin, if feasible
- Enroll in school, even if proof of a permanent address cannot be provided
- Enroll in and attend school while the school arranges for the transfer of a birth certificate, or school and immunization records
- Enroll in and attend school while a dispute over enrollment is being resolved
- Receive school meal programs and Title I services as needed

Please contact Newaygo Public Schools for assistance in advocating for the educational rights of children and youth who are experiencing homelessness. (231) 652-1285.

### **STUDENT RECORDS – DIRECTORY INFORMATION**

School officials must have written permission from the parent/guardian or from the student (if the student is 18 or older or is otherwise legally emancipated) before releasing any information from a student's education record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, "directory" type information.

Directory information is generally not considered harmful or an invasion of privacy if released. Newaygo Public Schools may include this type of information from students' education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook and other school publications;
- Honor roll or other recognition lists;
- Printed programs of officially recognized activities, such as graduation or sports;
- Sports activity sheets, such as for wrestling, showing weight, and height of team members;
- Photographic, video, or electronic images of students, and/or artwork or writing that may be published on the Worldwide Web, a part of the Internet.

This information may also be disclosed to outside organizations without a parent's prior written consent. For example, directory information may appear or be disclosed in the form of news releases in the media. In some circumstances, directory information may be released to third parties under the Michigan Freedom of Information Act.

The Board of Education of the Newaygo Public Schools has designated the following personally identifiable information contained in a student's education records as "directory information".

- A. Student's name, address, telephone listing, e-mail address.
- B. Parent/Guardian name, address, telephone listing, e-mail address.
- C. Date and place of birth.
- D. Participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Dates of attendance, honors, degrees and awards received, grade placement.
- G. Most recent previous school attended.
- H. Photographic, video or electronic images of students.
- I. Information generally found in yearbooks.

In addition, federal laws require local educational agencies to provide military recruiters, upon request, with students' names, addresses, and telephone listings. However, a secondary school student, or the parent of a student, may request that the student's name, address and telephone listing not be released without prior written parental consent.

Parents or eligible students who do not want the Newaygo Public Schools to release any or all directory information, must inform the District of their objection(s) by providing written notice to the student's building Principal by the third Friday in October.

### **STUDENT VISITATION**

It is understood that families may have unique situations regarding custody and visits by family members. Therefore, it is the responsibility of the custodial parent to supply a copy to the school office of any official documentation that specifically prohibits an individual from contacting a student at school. Without official documentation, a non-custodial parent will be granted the same access to the student and school records as the custodial parent. This information may be shared with

school personnel as needed. Typically, this would include the building administrator, secretary, teacher, counselor, nurse, school social worker and transportation.

### **TEXTBOOK ISSUE AND COLLECTION**

For courses where individual copies of textbooks are available they are to be issued and collected according to the following guidelines:

1. Upon issue, all textbooks should be signed in ink on the inside front cover.
2. Teachers may have periodic book examinations to check for damage and ownership.
3. Books are to be cleaned and returned on the designated days at the end of the semester/year.
4. Any student with a schedule change or who moves during the year must return all books to the school office.
5. Any lost or destroyed book will require the student to purchase a replacement book at full cost.

### **UNAUTHORIZED PERSONS**

The Principal or the Assistant Principal or their designee has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of this institution. This includes students who are under suspension or expulsion and awaiting re-admission. The principal has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities. If a person has been asked to leave by an administrator or designee, he/she is subject to immediate arrest if he/she fails to leave or returns after being told that they are not permitted on the school grounds.

### **VENDING MACHINE USE**

Vending machines in the student lobby will be available for student use. Machines are not to be used during class time or passing time. Please keep the school clean by placing your litter in the proper container.

### **VISITORS**

All persons visiting any of Newaygo Public Schools' facilities are to report to the office. Prospective students who wish to visit or tour the school are encouraged to schedule an appointment in advance of their visit. To schedule an appointment please contact the school Principal or Assistant Principal. Every effort will be made to develop a planned tour and answer individual questions.

### **WORK PERMITS**

Any student under the age of 18 must have a work permit on file with their employer. Work permits are designated by age and specify the hours, duties and tasks that a student is allowed to work under the State of Michigan and Federal law. A copy of a work permit can be obtained from the employer or from the school's issuing officer.



# Health information

*(The following information is for all secondary students grades five through twelve, at Newaygo Public Schools).*

## **ACCIDENTS AND INJURIES**

1. All accidents and injuries are to be reported immediately to the office.
2. Any student who is ill and needs to leave class must report to the office.

\*In case of emergencies, it is necessary to have an accurate telephone number or contact person name and telephone number on file in the office. If a parent/guardian cannot be contacted, the NPS staff will make its best decision based on the information given.

## **CHRONIC OR SERIOUS ILLNESS**

Newaygo Public Schools' staff is committed to providing appropriate educational opportunities for students with chronic and/or serious illnesses. Our staff members will work cooperatively with the student, parents, and health care professionals. When they are physically able, students benefit from school attendance. The staff realizes that at times the student's educational program may have to be adapted to the student's individual needs. In the case of prolonged absences, students may qualify for homebound or other support services.

## **IMMUNIZATION REQUIREMENTS**

All children who enter and attend schools in Michigan are required by state law to have a certificate of immunization on file. Before a child can be permitted to attend school and for children entering 6<sup>th</sup> grade, parents/guardians must present documentation that required immunizations have been received. Waiver forms for religious, philosophical reasons or medical exemption are available. If you have questions, contact the school. M.S. (231) 652-1285, H.S.(231) 652-1646.

## **MEDICATIONS**

Whenever possible medications should be scheduled outside of the school day, however, the Board of Education recognizes that the use of medications and/or medically prescribed treatments during the school day may enable students to participate at their fullest independent capacity.

Students needing to take medication during school hours are to have a signed parent/guardian medication consent form and a doctor's authorization form on file.

Medication is kept in the office for daily or occasional dispensation. Medication must be brought to the school office by a parent/guardian in the original container with the label intact.

**No aspirin or any other over-the-counter drugs are dispensed by the school.**

### **Marijuana**

The use or possession of any form of Marijuana, including medicinal Marijuana is prohibited on all N.P.S. properties.

## **VERIFICATION OF BIRTH DATE**

A certified birth certificate is required for all transfer students entering Newaygo Public Schools.

# Emergency Procedures

*(The following information is for all secondary students grades five through twelve, at Newaygo Public Schools).*

## **CRISIS MANAGEMENT PLANS**

Newaygo Public Schools have Crisis Teams and Crisis Management Plans in place. These plans are continually reviewed and adapted to fit circumstances in our rapidly changing world. For safety and security reasons, these plans are kept confidential.

Good information is still the best deterrent to a developing crisis. Parent(s)/Guardian(s) are strongly encouraged to trust their instincts and inform building administrators at the first sign of danger.

## **FIRE PROCEDURES**

Whenever a fire is noticed or there is suspicion that a fire is present due to odors, smoke, heat of flames, the fire alarm should be pulled and the affected building(s) or complex evacuated following outlined fire drill procedures. Staff or students should contact the office immediately in case of fire.

The Main Office shall be notified immediately and is responsible for notifying the Fire Department in case of fire. The Principal shall also notify the Superintendent's Office and law Enforcement Agencies as the situation warrants.

Injured persons should be first removed from the danger zone(s) and then followed up with Accident or Serious Injury Procedures.

In case of injuries, the Main Office, Superintendent Office, and School Emergency Team members shall coordinate medical, transportation, communication, and media efforts. The staff's first priority in cases of fire emergency is to evacuate students and personnel from the danger area(s) and to maintain control and supervision over the students during the emergency. The second priority is to assist in all efforts to maintain the students' control and safety.

## **FIRE DRILL PROCEDURES**

When the fire alarm is pulled, short quick blasts of the school bell will be heard and lights will flash. Students shall file out of the building through designated exits. Fire exits are posted in each room.

Teachers will shut the doors upon leaving their classroom. Each teacher will check the safety of the escape path prior to the exiting of any students. The teacher will be the last person to leave the room after the last student has exited. A class book must be carried outside the building and attendance will be taken by the teacher in charge. All students must remain with the assigned class. Any missing students shall be reported to the building's Emergency Team or Principal.

The students will be taken by the teacher to the designated safe location away from the building. The teacher will not leave the students at any time during the emergency. The Principal shall designate the "all-clear" signal for re-entry into the building or, assisted by the building emergency team, shall notify teachers of further evacuation plans if warranted.

## **TORNADO PROCEDURES**

### **TORNADO DRILLS**

A brief announcement will be made to signify a tornado drill. Tornadoes usually approach from the Southwest and travel to the Northeast. Stay out of large roofed areas such as the gym, shop, cafeteria, etc. Stay close to the inside wall and kneel down. Students should keep reasonably quiet in order that they may receive necessary instructions.

A "tornado drill" gives you a chance to practice the life-saving actions you will need to take if a real tornado threatens your school. You should not be afraid during a drill, but you should take it seriously. Practice as if your life depends on it. What you learn during a "Tornado Drill" may save your life.

When you hear the command, "Assume the Protective Position" the following procedures are to be followed:

- Students in each classroom will be relocated to a pre-designated area. Said areas are posted in each room. Wind storms hit very quickly with little warning – usually less than two minutes! Never travel nor allow anyone else to travel through an unsafe area (i.e. a building area with lots of glass; a large room; area with high ceilings) in order to get to what is considered a safe area.
- Students shall kneel on the floor with faces to the INSIDE WALL, placing hands over their heads for protection. Care should be taken to be located away from all windows and outside doors.
- Teachers will shut all doors as a precaution against flying debris and glass. They will have possession of their class rosters or class book and a flashlight during the emergency procedure.
- No talking will be allowed so that verbal signals can be heard. The teacher is responsible for student control and will see that no talking is allowed and that students respond quickly and correctly to all instructions.
- Supervisors in charge of an assembly program or the cafeteria will be familiar with the closest shelter areas.
- The Main Office must be notified as soon as possible with information regarding the nature and location of building damage or injuries.
- The main Office will notify the appropriate agencies and personnel by call 911 and will then notify the Superintendent.
- Depending upon the situation, the Principal, in cooperation with the Superintendent and Director of Transportation, will determine if school dismissal should be delayed due to inclement weather.

### **TORNADO WATCH**

A "Tornado Watch" confirmed by the National Weather Service indicates that weather conditions favor the development of a tornado in your area. No tornado has been sighted, but emergency plans should be reviewed.

### **TORNADO WARNING**

When a "Tornado Warning" is issued, this means that a tornado has been sighted in the area. Remain calm. Be cooperative. Follow instructions from your teacher and other adults. Go to a shelter area. "Assume the Protective Position".



# Extra/co-curricular Student Activities Guidelines

*(The following information is for all secondary students grades five through twelve, at Newaygo Public Schools).*

## **EXTRA/CO-CURRICULAR STUDENT ACTIVITIES POLICIES, PROCEDURES, AND RULES STATEMENT OF PHILOSOPHY**

Students are encouraged to become involved in extra-curricular and co-curricular activities. Student participation in such activities is defined as any student who;

- acts as a member of any Newaygo Public Schools student organization;
- is a member of a band or choir;
- is a member of an athletic team;
- attends an event at school or a school sponsored activity; and/or
- is a fan, an audience member, a spectator or acts as an interested person.

The participation in such activities is provided as an opportunity for students as long as they comply with the policies, procedures, and rules of the school district. Inasmuch as participation is a privilege (not a right), students who violate the policies, procedures and/or rules of the school district will be subject to penalties, up to and including suspension from participation in such activities and/or school.

Participating students will be subject to penalties with respect to their participation in extra-curricular or co-curricular activities as prescribed below for violation of the policies, procedures, and/or rules of conduct. Additionally, the policies, procedures, and rules contained herein will apply to all students and their involvement in all extra-curricular and co-curricular activities at the secondary schools. The rules contained herein will apply on a twelve-month basis.

**Extra-curricular and co-curricular student activities rules apply at all times throughout the student's high school career, including off-season and all vacation periods.** The rules are not limited to the time period in which the student participates in a particular activity, nor are the rules limited to a student's behavior at school-sponsored activities or on school property. A student who violates the rules contained herein will be subject to disciplinary action.

## **ATTENDANCE EXPECTATION FOR STUDENTS INVOLVED IN EXTRA/CO-CURRICULAR AND/OR ATHLETIC ACTIVITIES**

Students involved in extra/co-curricular and/or athletic activities are expected to be in attendance each and every class period on the day of an extra/co-curricular event and/or athletic contest. In extenuating circumstances, students may apply to the Administration to request some leeway with the attendance policy. The Administration will render a decision for each application on a case-by-case basis.

## **STUDENT SPORTS, MUSIC, AND ACTIVITIES ATTENDANCE GUIDELINES**

The Board of Education is committed to providing students with the opportunity to meet their full human and intellectual potential. While many opportunities are available, there may be times when scheduling conflicts occur between music, athletic, and other school-sponsored extra-curricular activities. In the best interest of the student, in taking responsibility for resolving conflict through communication and considering implications of their choice, the following guidelines will be enforced:

The student is responsible for reviewing schedules at the beginning of every season and/or semester and informing the coach, director, advisor, sponsor of any conflicts as soon as the students becomes aware of the conflict so resolution occurs prior to events. Coaches, and extra-curricular/co-curricular directors/advisors/sponsors will first attempt to assist the student in resolving the conflict without penalty to the student.

### **A. Practice vs. Practice**

Student will attend both practices coordinating with coach and/or advisor to split time evenly.

### **B. Game vs. Rehearsal**

Student attends game, no penalties or make-up assigned for missed rehearsal.

C. Practice vs. Concert

Student attends concert, no penalties or make-up assigned for missed practice.

D. Game vs. Concert

Student/Family decides which event to attend first. Game and concert schedule will rotate. If a major concert is impacted, an alternative assessment will be assigned.

E. Playoff vs. Concert

A Playoff game takes precedence over a regular scheduled concert. A District or State Festival takes precedence over a regular season game.

F. District/Regional/State/World/Game/Concert Activity

Student/Family decides which event to attend. If a major concert is impacted, an alternative assessment will be assigned.

G. Extenuating Circumstances

Any extenuating circumstances will be determined by N.P.S. Administration in conjunction with all parties involved.

**THE FOLLOWING BEHAVIORS CONSTITUTE A VIOLATION OF NEWAYGO PUBLIC SCHOOLS' EXTRA-CURRICULAR AND CO-CURRICULAR RULES AND MAY SUBJECT THE STUDENT TO PENALTY AS OUTLINED IN THE "PENALTIES" SECTION:**

**ALCOHOL AND SUBSTANCE ABUSE**

Use, possession, concealment, distribution, sale, or being under the influence of:

- a. Tobacco or tobacco products in any form.
- b. e-cigarettes, vape pens, or lookalikes.
- c. Alcohol or alcoholic beverages in any form;
- d. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to Federal and/or State statute;
- e. Marijuana
- f. Steroids, human growth hormones, or other performance-enhancing drugs;
- g. Substances purported to be illegal, abusive, or performance-enhancing, i.e., "look-alike" drugs;
- h. All chemicals, including inhalants which release toxic vapors

A student shall notify his/her coach or activities advisor if he/she is taking a prescription medicine which could alter the student's behavior or affect the student's ability to participate in the activity.

**STUDENT DISCIPLINE VIOLATIONS**

Student participants in extra-curricular and/or co-curricular activities who engage in misconduct in violation of the policies, procedures, and/or rules of conduct, while in school or at a school activity or event, while participating in an extra-curricular or co-curricular activity, or at other times and places in conduct of their personal lives outside of school or school activities or events, shall be subject to penalties with respect to the student's participation in the extra-curricular or co-curricular activity, up to and including suspension from participation in such activities as determined appropriate for the violation.

Students shall not engage in behavior or offenses as stated under the "Student Policies & Procedures, Safe Schools & Code of Conduct (Section V, Student Handbook) which, if they were to occur in or out of school, the student would be:

- Suspended three (3) or more times for three (3) or less days each time; or
- Suspended for five (5) or more days for one offense
- Expelled

If it is alleged that a student has violated the co-curricular/athletic code, the Administration will conduct an investigation. As a matter of courtesy, the Administration will contact the parents of any student involved at the first convenience.

**PENALTIES**

**FIRST REPORTED VIOLATION**

The team member is to be suspended from participation in interscholastic events for a minimum of 20% of the allowable dates set forth by the Michigan High School Athletic Association in the extra-curricular program he/she is participating and/or the following season the student competes:

**Cross Country, Football, Volleyball, Basketball, Wrestling, Baseball, Softball, Track, Soccer, Golf**

**SECOND REPORTED VIOLATION**

The team member is to be suspended from participation in interscholastic events for a minimum of one half of the current season and/or for a minimum of one-half of the next season that the student participates in. Suspension length to be determined by administration. The student will also be placed on probation for 180 days.

## **ADDITIONAL REPORTED VIOLATIONS**

The team member is to be suspended from participation in all interscholastic events for the remainder of their high school eligibility as defined by the MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION.

## **SUSPENSION COMPLETION**

Students serving suspensions must finish the season that the suspension is being served in good standing determined by the coach to be eligible to participate in another extra-curricular program. If the season ends before the completion of the suspension, said suspension will carry over into the next scheduled season of participation. Any and all exceptions or adjustments to this policy will be made under the direction of a committee consisting of, but not limited to the Assistant Principal/Athletic Director, Principal, coaching staff member, teaching staff member and a Newaygo School Board member.

### **Activities/Athletic Code Violations are on the student's permanent record.**

The above rules were adopted by the Board of Education. If problems develop, they should be resolved in the following order:

1. Speak with your son or daughter about the issue to give them the opportunity to deal with the issue.
2. Set up a meeting with the head coach about the problem or concern. Meetings must be set up a day in advance and will not occur on game days.
3. Set up a meeting with the Athletic Director or Assistant Principal. A list of your concerns must be presented 24 hours in advance of this meeting.
4. If questions or problems persist, the Athletic Director will direct you to the principal and notify you of the specific steps necessary to try to address your concerns.

## **NCAA REQUIREMENTS**

Before an athlete can play a sport or receive an athletic scholarship at a Division I or II college, he/she must meet specific academic criteria set forth by the N.C.A.A.

Because the N.C.A.A. has such specific requirements, it is responsibility of the athletes to meet with their guidance counselors to ensure that their four-year plan include courses that will satisfy the requirements.

For more information regarding the new rules about core courses, GPA, and test scores, please go to [www.ncaa.org](http://www.ncaa.org). Click on "Academics and Athletes/Eligibility and Recruiting."

You may get N.C.A.A. Clearinghouse forms at: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Click on "Prospective Student-Athletes." Click on "US Students Register Here."

## **PERFORMANCE ENHANCING SUBSTANCES**

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually. This notice and availability of the list shall also be published in the Parent/Student Handbook provided annually.

## **SPORTS OFFERINGS**

**Boys Sports:** Baseball\*, Basketball, Cross-Country, Football, Track, Soccer\*, Wrestling, Golf\*

**Girls Sports:** Basketball, Cross-Country, Soccer\*, Softball\*, Track, Volleyball, Golf\*

\*Offered in high school only.

## **SPORTSMANSHIP**

High standards for sportsmanship, on the part of our fans, staff, and student body continues to be a tradition of Newaygo Public Schools. We have always been able to point with pride to the exemplary behavior of our students, staff, and fans. It is the responsibility of each person (student, staff, or fan) to see that this tradition remains strong.

## **TRANSFER RULES FOR ATHLETICS**

Students transferring (without physically changing their primary residence) will be athletically ineligible for a period of time once they have made an initial enrollment choice in the ninth grade. Once open enrollment has taken place and a student has established their "school of choice" and then physically moves from one geographical attendance area to another within the N.P.S. system, N.P.S. will follow the M.H.S.A.A. rules regarding transfers. Regulation 1, section 9 interpretation 74 will allow immediate eligibility if the said move is: "full and complete." For further information regarding transfer rules and athletics, students and his/her family should contact the school's Athletic Director.

# Student Policies & Procedures, Safe Schools & Code of Conduct

*(The following information is for all secondary students grades five through twelve, at Newaygo Public Schools).*

## **BULLYING POLICY**

The Newaygo Public Schools Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. 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.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" occurs when these behaviors repeatedly target the same victim. Bullying

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Newaygo Public Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. The Newaygo Public Schools Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. The Newaygo Public Schools Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designated to *prevent* discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them,

constructively attempt to stop them, or report them to the designated authority.

The Newaygo Public Schools Board of Education required its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

#### **Factors for Determining Consequences**

Age, development, and maturity levels of the parties involved

- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidents of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

#### **Factors for Determining Remedial Measures**

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

#### **Environmental**

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion,

in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence of the behavior; and protect the victim* of the act. Effective discipline should employ a school wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Examples of Consequences**

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

#### **Examples of Remedial Measures**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.,
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate.
- Behavioral management plan, with benchmarks that are closely monitored.
- Involvement of school disciplinarian
- Student counseling



- Parent conferences
- Student treatment
- Student therapy

#### Environmental (Classroom, School Building, or School District)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certified and non-certified staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to Family counseling
- Involvement of parent-teacher organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., school resource officer, juvenile officer)

The Newaygo Public Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based on the basis of an anonymous report.

The Newaygo Public Schools Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed

within three (3) school days after a report or complaint is made.

The Newaygo Public Schools Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Newaygo Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The Newaygo Public Schools Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each employee training program and handbook.

### **PHYSICAL CONTACT & THREATS**

The following situations may be grounds for either suspension or expulsion: Fighting or provoking a fight, or filming a fight, intimidating others, using profanity, participating in an unauthorized activity, such as "hazing", "skip day", "senior pranks", etc., threatening or harassing school employees or damaging their property, bomb threats, sexual harassment, behaving in a way that is not acceptable at Newaygo Public Schools, possessing or using a weapon that may cause physical harm, stealing or destroying personal or school property, bullying, continually misbehaving or being persistently disobedient. Students with any of the above concerns are encouraged to

report incidents directly to the high school Principal or their designee.

Students must not place hands on others. Students may talk in the halls but voices should not be raised. There is to be no running in the halls. Keep the center of the halls clear. Go directly to and from your classes, do not loiter in the halls or congregate around doorways, water fountains, or lockers.

Public displays of affection while on the school grounds or in the school is in bad taste. It is hoped that it will not be necessary to correct your conduct.

At athletic contests, on the street, both at home and away, in places of business and at school, do conduct yourselves so that the people of Newaygo and the school authorities will be proud enough to say, "These are our students from Newaygo Public Schools." **School discipline rules apply at all extra-curricular and co-curricular events at home and away.**

## **SEXUAL HARASSMENT/RACIAL/OTHER**

It is the policy of the Newaygo Public Schools to maintain a learning and working environment that is free from sexual harassment. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or student or when made by any student to another student when: 1) Submission to such conduct is made either explicit or implicitly a term or condition of an individual's employment or education, or when: 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when: 3) Such conduct has the purpose of effect or substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following: 1) verbal harassment or abuse 2) written harassment or abuse 3) pressure for sexual activity 4) repeated remarks to a person, with sexual or demeaning implications 5) unwelcome touching 6) suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job etc. Racial harassment can include, for

example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.

Any student who alleges sexual/racial harassment by a staff member, another student, or a Board of Education member may complain directly to her/his building Principal. Filing of a grievance or otherwise reporting sexual/racial harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

A substantiated charge against a student in the school district shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student code of conduct. Sexual/racial harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

## **BUS TRANSPORTATION-EXPECTATIONS**

### **BUS SAFETY RULES**

Each of the following bus rules has been designed to allow the transportation of Newaygo Public School students to be as safe as possible and have the equipment used in the transporting of Newaygo Public Students treated in a reasonable fashion.

Parents are asked to review these bus rules with their children. Further, parents are asked for their support in the safe operation of the transportation of all Newaygo School students.

Students and parents are reminded that riding the bus to and from school is a "privilege" and not a "right". Student's behavior must be within the bus safety rules or the consequence could be to lose their bus riding privilege. While it is the desire of the school district to transport each eligible student, no student can be transported if that student's behavior threatens the safety of transporting other students. Discipline for student violations, such as these can include any or all of the following dependent on the seriousness of the rule infraction: contact to parents, assignment to a specific seat on the bus, short term or long term suspension of the student's bus riding privilege.

### **BUS STUDENT DISCIPLINE PROCEDURES**

Routine student discipline problems on school busses are to be handled by the bus driver. These include advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior and other generally accepted means of maintaining and developing constructive pupil-school relationships.

Report Form, assignment to a new seat, clean up the bus, bus detention, or a phone call home.

## **BUS RULES – NEWAYGO PUBLIC SCHOOLS**

**(The following list is not all inclusive, but basic safety rules for riding the bus.)**

1. Students **MUST** ride their bus – no exceptions.
2. Observe same conduct as in the classroom.
3. Cooperate with the driver.
4. Do not be destructive or disruptive
5. Keep head, hands, and feet inside the bus.
6. Be courteous, use no profanity.
7. Keep the bus clean.
8. Stay in your seat at all times, facing forward and in your assigned seat – if you have one.
9. Do not throw objects.
10. Students must be on time for the bus both in the mornings, on the way to school and in the afternoon when leaving the school. The bus cannot wait for those who are tardy either in the morning or the afternoon.
11. While waiting for the bus students must stand off the roadway and engage in **NO HORSEPLAY**.
12. Whenever it is necessary to cross in front of the bus, students must stay at least ten feet from the front of the bus and watch for traffic!
13. When boarding the bus students must take a seat in an orderly manner.
14. No yelling while on the bus.
15. **NO EATING, DRINKING, OR USING TOBACCO PRODUCTS, THEFT, OR FIGHTING** will be allowed on any school bus. All regular school rules apply on the bus.
16. Any student found to be intentionally damaging or destroying any bus seat or any other part of a school bus will have their bus riding privilege immediately suspended and/or restitution will be required.
17. The same appropriate clothing must be worn on the bus as is expected of students in the classroom.

### **DISCIPLINARY PROCEDURES**

#### **RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!**

If behavior on the bus is negative, students will be disciplined. Disciplinary procedures are as follows.

1. The student will be warned by the driver to correct his/her behavior.
2. The driver will take corrective action to eliminate the problem behavior. This will include a Student Conduct

3. The driver will refer the student to the transportation supervisor. A bus Conduct Report must be filled out. The transportation supervisor shall inform the parents that day. The parents must sign and return the form the next day or the child will not be allowed to ride the bus. Parents will be advised that the next rule infraction will be a suspension from riding the bus.
4. The driver will refer the student to the transportation supervisor who will suspend the student from the bus for three (3) days. The parents must be notified as soon as reasonably possible. A conference with the transportation supervisor, driver, parent and student shall be arranged.
5. Same as step 4 – only five (5) days suspension.
6. Same as step 5 – only ten (10) days suspension, and or recommendation for permanent suspension of riding privileges for the remainder of the school year.

In extreme cases where the conduct of the student is deemed very serious, steps 1, 2, 3, or 4 may be bypassed and the student removed from the bus for three or more days or the remainder of the school year. Examples would be fighting, assaults, smoking, drug or alcohol use, etc....

In extreme cases where the driver feels the misconduct of a student creates a safety issue, the driver may refuse to pick up the student on the next trip. However, the driver must notify the transportation supervisor for authorization and notify the parent.

Parents will be notified in writing of any bus suspension by way of the bus misconduct form and/or phone call. Appeals of any suspension of bus privileges will initially be made to the transportation supervisor. After determination by the transportation supervisor, appeals may then be made to the superintendent where his decision will be final on suspensions 10 days or less. The final appeal of any bus transportation suspension of more than 10 days shall be made to the Board of Education.

### **FIELD TRIPS–ACTIVITY/ATHLETIC EVENT BUS TRIPS**

- A. Students must return on the bus or have parents contact the coach or staff member in charge.
- B. Students will not be let off the bus any place except their home or school.
- C. Drivers and chaperones are responsible for student behavior.

## **RESPONSIBILITY OF PARENTS**

- A. To ascertain and insure that their children arrive at the bus stop on time in the morning
- B. To provide necessary protection of their children when going to and from bus stops
- C. To accept joint responsibility with the school authorities for proper conduct of their children
- D. To make reasonable effort to understand and cooperate with those responsible for pupil transportation

The above transportation policies have been adopted by the Board of Education.

## **BATHROOM RULES**

During class time, permission to use the restroom must be obtained from the teacher. Do not loiter in the bathroom, or in the hallways. Cell phone use is prohibited in school restrooms.

## **CITIZENSHIP/PERSONAL MANAGEMENT**

Any conduct out of the ordinary which is disruptive to the educational process is unacceptable. Inappropriate vocal outbursts, arguments, name calling, profanity, improper sign language and gestures or threats will not be tolerated. Students will address all staff members, visitors, and each other with respect. Public displays of affection are not permitted on campus. Students are to show consideration for others at all times.

## **CHEATING POLICY\***

It is understood that when a student hands in a paper with his/her name on it, the paper contains only his/her own work, unless they have been specifically told to work with someone else.

In an attempt to curb cheating the following rules and penalties will apply:

- When a student is found to be cheating, that paper will be graded "0".
- After the semester grades are averaged, including the "0", the grade will be lowered one letter. For example, if the average is B, it will be lowered to C.
- If the paper in question is a semester test, it will be marked "0".

- The semester grade will be averaged with the "0" for the test, and the entire semester grade will be lowered one letter.
- Any student who knowingly helps another student to cheat will be considered equally guilty with the cheater and the same penalties will apply.

The foregoing rule does not mean that students may not work or study together. It does mean that a student is not to lend or give papers to be copied unless specifically told to do so by the teacher, nor is a student to give, tell, or show answers to another student on a test, either oral or written.

## **NEWAYGO PUBLIC SCHOOLS INTERNET SAFETY POLICY**

Newaygo Public Schools has established policies to comply with the CIPA, NCIPA, and PA212 Laws. These local policies are designed to protect minors who use school computers to access the Internet. Newaygo Public Schools is taking measures to protect students from harmful and/or inappropriate material on the Internet through measures such as staff monitoring, proxy servers, and filtering software installed in the network of each school in district. All student computers accessing the Internet utilize filtering software.

## **NEWAYGO PUBLIC SCHOOL DISTRICT TAKES MEASURES TO:**

1. Protect students against visual depictions that are obscene or harmful to minors.
2. Monitor the online activities of minors.
3. Restrict access by minors to inappropriate matter and materials harmful to minors on the Internet.
4. Protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
5. Protect students from unauthorized access, including so-called 'hacking', and other unlawful activities by minors online.
6. Protects students from unauthorized disclosure, use, and dissemination of personal identification information as stated above through the Permission to Publish procedure. Further, in accordance with copyright law,

Newaygo Public School District provides protection to students as copyright owners of their work. School personnel requests permission to publish student's work online or otherwise through the Permission to Publish form provided to students at registration.

**AS A STUDENT OR STAFF MEMBER OF  
NEWAYGO PUBLIC SCHOOLS, I AGREE:**

- I will use the computer equipment and services in a way that is consistent with the educational objective of Newaygo Public Schools.
- I will prevent transmission of any material in violation of any U.S or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- Newaygo Public Schools may terminate use of computer equipment and services at any time. Inappropriate use will result in consequences including, but not limited to, cancellation of computer privileges, disciplinary action and legal action depending on the severity of the violation.
- I will use appropriate language. I will not swear, use vulgarities or any other inappropriate language. I will behave in such a way that reflects well of Newaygo Public Schools.
- I will not give out credit card numbers, addresses, phone numbers, or any personal identification on the Internet.
- I understand that Newaygo Public Schools makes every attempt to keep my documents and communications private. However, communications outside of the network may not be accessible to others, and I acknowledge that the district reserves the right to observe activity, and to copy or delete files as needed to ensure efficient operation of its network and to monitor potential violations of acceptable use.
- Newaygo Public Schools makes no warranty of any kind, whether expressed or implied, for

the services it is providing to me. NPS will not be responsible for any damages suffered. This includes loss of data resulting from service interruptions caused by negligence, errors, or omissions. Use of any information obtained via NPS is at your own risk. This includes viruses that may have spread through NPS equipment. NPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- I understand that I am responsible for the proper care of Technology Resources at all times whether on or off school property, including costs associated with repairing or replacing the Resource due to damage caused beyond normal wear and tear, or no longer possessing the Resource. I will report a damaged, lost, or stolen Resource to the building administrator immediately. If a Resource is stolen, a report must also be filed with the local police. I understand that any Resource issued to me will be returned in acceptable working order and condition to the District upon request.
- I acknowledge, understand, and accept that correspondence, photographs, video, documents, and records (collectively "communications"), sent or received over the District's Technology Resources may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL 15.231, et seq. I agree to cooperate fully and promptly with the District when responding to FOIA requests concerning such communications sent or received over the District's Technology Resources.
- Security on the district's systems is a high priority. I will not use another user's login. Attempts to login as another user or to obtain passwords may result in the loss of access. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- If I feel that I can identify a security problem, I will notify a staff member. I will not demonstrate the problem to other users.
- Theft or vandalism will result in the cancellation of privileges and may be

disciplined under policies indicated in the student handbook. Vandalism is defined as any malicious attempt to alter, harm or destroy data of another user, or system. This includes, but is not limited to, the uploading or creation of computer viruses.

- I may occasionally be required to complete new registration and account information to continue access to district services.

## 1 TO 1 DEVICE EXPECTATIONS

Chromebooks are tools that can be very useful to your education. Having them is a privilege that may be revoked at any time for any reason by NPS staff. Please remember that your Chromebook remains the property of NPS, at all times, and if you misuse them, in any way, you run the risk of losing the right to have one. Each situation will be handled on a case by case basis. Here are just a few examples of misuse that could cause you to lose this privilege:

- Viewing sites, gaming or using email, during class, without teacher permission.
- Using your device to bully, harass or send/receive any kind of inappropriate or explicit material.
- Physically misusing or abusing your device.
- Touching, handling or using another person's device without their permission.
- Repeatedly coming to school or class without your device or without your device charged and ready to use.
- Any violation of the district "Acceptable Use Policy".
- Any other behavior deemed inappropriate by staff.
- It is our expectation that students will report any damages to their school issued device as soon as they become aware of it.
- It is also our expectation that students will act responsibly and turn in their device at the end of each school year. Failure to do so may result in losing the privilege of having a school issued device in the future.
- Consequences may include, but are not limited to, the temporary suspension of your device to the permanent loss of your device for the remainder of the current and/or future school year(s). At any point in time, staff may take your device for the remainder of the hour and/or school day.

Our expectation at NPS is that you will use your device safely, responsibly and respectfully at all times in order to take full advantage of the benefits this privilege has to offer you and your education.

## CYBER BULLYING

NPS believes that all people in our learning community have the right to teach and learn in a supportive, caring, and safe environment without fear of being bullied. We believe that every individual has a responsibility to report an incident of bullying whether it happens to themselves or to another person. Any form of harassment using electronic devices, commonly known as cyber-bullying by staff, students, or third parties is prohibited and will not be tolerated in the district. i.e. Sexting, Creating Proxy Accounts, Impersonating someone else.

*Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image audio, visual) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment is also considered cyber-bullying.*

NPS will take any report of cyber-bullying seriously and will investigate credible reports promptly.

## DISCIPLINARY RULES FOR SCHOOL AND SCHOOL RELATED FUNCTIONS

1. Any action that results in malicious destruction of school property may result in suspension. Students may be re-admitted by a parent-student-principal conference and restitution.
2. Stealing may result in an indefinite suspension/expulsion and/or parent-student-school conference.
3. Use, possession, under the influence, or transporting alcoholic beverages or drugs and/or tobacco may result in an indefinite suspension/expulsion and/or parent-student-school conference.
4. Fighting, profanity, or smoking may result in a 3-day suspension from school followed by a parent-student-principal conference.
5. Disobeying school rules and regulations, skipping, student-teacher conflict, or student-conflict will result in the following, determined by administration.

- 1st offense: parent contact and/or retention after school and/or Saturday school and/or suspension.
  - 2nd offense: suspension from school followed by parent-student-principal conference.
  - 3rd offense: suspension/expulsion from school followed by parent-teacher-principal conference.
  - Board Action
6. These rules are in addition to existing Board policies and apply to all school sponsored functions as well as during the school day.

## **DRUGS AND OTHER MOOD MODIFYING SUBSTANCES (usage)**

The use or possession of non-prescription drugs, look-alike drugs, inhalants, and other mood modifying substances on school property, in sight of school property, or at any school sponsored event by students of any age is forbidden. If it becomes apparent that any student is under the influence of such drugs or is in possession of drugs, necessary disciplinary action may involve the parents, notifying police authorities, and suspension/expulsion from school.

**Drug Dogs** - In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

Any student who is giving or selling drugs, look-alike drugs or other mood modifying substances to another student will be liable for possible suspension/expulsion from school and police authorities will be notified.

The misuse of drugs and drug related activity in the school environment will not be tolerated and offenders will be disciplined. Whether the situation deals with 1) the misuse of legal drugs, 2) illegal drugs, 3) counterfeit drugs, 4) possessing drug paraphernalia, 5) the use or possession of medicinal Marijuana, or 6) the possession, use, sale or purchase of these substances, contributes to a drug related atmosphere. This is unhealthy and unacceptable and will be dealt with by school administrators by suspension or expulsion at their discretion.

## **POSSESSION OR USE OF SUBSTANCES:**

1. First Offense: Parental Contact  
Police Contact  
10 Day Suspension and/or  
Expulsion
  2. Second Offense: Police Contact  
Expulsion
- ☐ *Length of suspension from school activities to be determined by Administration.*

## **SALE OF SUBSTANCES – POLICE CONTACT**

1. First Offense: Expulsion

All expulsion cases must be acted upon by the Newaygo Board of Education.

## **DUE PROCESS**

Any and all students have the right to due process whenever they are subject to any serious disciplinary action, such as suspension or expulsion. If a student or students feel that their constitution and/or human rights have been violated by anyone in the school system, they and/or their parents are encouraged to discuss the matter with the school administration. In case the matter is not resolved to the student and parent's satisfaction, they may appeal to the Superintendent. If the matter is not resolved by the Superintendent to the student and/or parent's satisfaction, they may appeal to the Board of Education.

## **HALL CONDUCT**

Any behavior that endangers the welfare and safety of self or others is forbidden. Students are not to be in the corridors during the time that classes are in session, unless they possess a hall pass from the office or a member of the teaching staff.

## **LOCKERS**

All lockers, desks, and other storage areas provided for use by students are provided only for the convenience of students and remain the exclusive property of the District. A student using the locker, desk, or storage area or the contents therein, including but not limited to purses/handbags/backpacks/coats/pullovers/wallets/gym bags, etc. According to School Board Policy, lockers, desks, and other storage areas provided for student use are subject to inspection, access for maintenance, and search

by District officials for any reason, at any time, without notice, without obtaining student or parental consent, and without obtaining a search warrant. The privacy rights of a student regarding any items that are not illegal or against school policy shall be respected in the course of conducting a search. Students shall not lock or otherwise impede access to any locker, desk or storage area, except with a lock provided by or approved by a Principal. If a student purchases a lock, the combination and/or an extra key must be given to the main office.

The District reserves the right to have any Law Enforcement Agency having jurisdiction over the school (i.e. Newaygo Police Department) assist in conducting searches of lockers, desks, or storage areas and the contents contained therein. This includes the use of canine units from the Law Enforcement Agency.

Lockers, desks, and other storage areas should be kept neat and clean at all times. The District may deny or restrict use of lockers, desks, and other storage areas to any student for failure to comply with use requirements. Items that are illegal or against school policy must not be kept in any locker, desk, and/or storage areas provided to students. Items prohibited include, but are not limited to, cigarettes, look-a-like illegal drugs, and controlled substances, drug related paraphernalia, weapons, explosive devices and/or materials, and incendiary devices. Any such items found in a locker, desk, or other storage area provided to students will be sent to the office with the locker number or identifiable information attached and the responsible student(s) will be held accountable according to the disciplinary measures established in the student handbook.

All personal items must be removed from the lockers by the end of the school year. Students are advised not to have/keep large sums of money or valuable items in their lockers or at school.

## **PERSONAL PROPERTY**

Students are not to bring personal property to school that is not needed for educational purposes. Items that are involved in or cause a disruption to the school environment will be confiscated and held in the appropriate Administrative Office until a parent picks the item up. If an item of Personal Property is brought to the school, the care and maintenance of the item is the sole responsibility of the students. N.P.S. will not assume any responsibility for such items. The following items are deemed inappropriate and are not to be brought to school. The items include, but are not limited to:

- Excessively large Chains

- Glues/solvents/rubber cement
- Knives of any size
- Laser pointers
- Lighters/matches
- Liquid whiteout
- Pepper spray/mace
- Razors/razorblades
- Roller skates, in-line skates, or shoe-skates
- Skateboards

## **LOST & FOUND ARTICLES**

Students who find lost articles are asked to take them to the main office where the owner can claim them. Found articles are placed on tables at Parent/Teacher Conferences and at the end of the school year. Electronic and valuable items will remain in the main office. Students are encouraged to keep lockers locked. Please check any valuables or money with the office to help prevent theft.

## **PERSONAL COMMUNICATION DEVICE (PCD)**

Students will learn to use electronics in a responsible and ethical manner. Personal electronics (cell phones, earbuds, smartwatches, non-school devices, etc...) are prohibited in classrooms and must be silenced and put away at all times. However, they may be used during authorized times, such as before school, passing times, lunch, and after school. Personal electronics in use or visible without permission during class time may be confiscated by school staff and subject to discipline.

1. **First/ Second offense:** The electronic device will be held in the office or by teacher until the end of the school day
2. **Third Offense:** The electronic device will be held in the office 24 hours or until parent pick up.
3. **Fourth or more offenses:** Parent pick-up and student may be prohibited from possessing an electronic device at school.

The school prohibits the use of any video device in any restroom, locker room, or other location where students and staff “have a reasonable expectation of privacy.”

## **Unauthorized Photography, Filming or Video**

**Recording:** The use of cameras, video recording devices, or filming on school property is not permitted without approval by staff. Taking pictures or recording video in certain situations can lead to major disruptions to the educational process and violate individuals' right to privacy. A student improperly using any device to take or transmit images will face disciplinary action up to and including a loss of privileges, suspension, and may be recommended for expulsion.



## **PUBLIC DISPLAY OF AFFECTION**

School is a place of learning and for that reason students should not take part in any physical behavior that is distasteful or offensive to staff and/or students while at school. Ex- holding hands, kissing etc. This type of behavior is not appropriate and may result in disciplinary action.

## **REMOVAL FROM CLASS**

Any student removed from class must immediately report to the assistant principal's office. Any student who refuses to leave the classroom may be suspended as a result of disrupting the learning environment of the entire classroom. A conference may be arranged between the teacher, assistant principal and student, if deemed necessary.

## **SEARCH OF VEHICLES**

By entering this area, the person driving vehicles using the parking areas are deemed to consent to search of the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. Search will include the entire passenger compartment, engine compartment, trunk and under carriage, and all containers therein, locked or unlocked. Failure to allow search will result in towing to impound.

Cars left beyond school hours are subject to impound.

## **BEYOND OUR BELL-ACADEMIC SUPPORT**

(high school only)

Any student who cannot make their scheduled after school time may replace it with ½ Saturday school, if approved by the Principal or Asst. Principal before the scheduled after school time.

## **SNOWBALLS**

No throwing of snowballs on school grounds is permitted.

## **STUDENT APPEARANCE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (clothing, 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? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

All students are expected to dress appropriately for the learning environment. Students in violation of the dress code at school or a school-sponsored event will be provided a reasonable opportunity to change. The following guidelines will be considered when making a decision regarding appropriate attire.

Students are required to wear:

- A shirt with solid fabric covering the front, back, and sides under the arms
- Bottoms with solid fabric covering the buttocks and upper thigh.
- Appropriate footwear with a solid bottom/sole. Prohibited clothing includes:
- Clothing that exposes undergarments.
- Head coverings, such as hats and hoods.
- Clothing that promotes tobacco, alcohol, or drugs.
- Clothing that depicts violence, hatred, racism, sexually suggestive messages, or is gang-related.

**Decency as interpreted by the administration and staff is to be maintained at all times.**

## **TOBACCO AND ALTERNATIVE NICOTINE/VAPOR PRODUCTS**

According to state law, any student is prohibited from using tobacco or vape products on or in school property. This includes the building, grounds, and all extracurricular activities, at home and away. No student will be allowed to bring on the school grounds or have in his possession any form of tobacco or vape products. All tobacco/nicotine products in a student's possession will be confiscated.

## **VAPING POLICY**

Students who are in possession of and/or use vapes at school or at school events will receive the following consequences:

- 1st offense: Parent contact, 2-day in-school suspension and Saturday School, police referral
- 2nd offense: Parent contact, 3-day in school suspension and Saturday School, police referral
- 3rd offense: Parent contact, 5-day out-of-school suspension and Saturday School, police referral

Students who are in possession of and/or use vapes on the school bus will receive the following consequences:

- 1st offense: Parent contact, 5-day bus suspension, plus above consequences for first offense
- 2nd offense: Parent contact, 5-day bus suspension, plus above consequences for second offense
- 3rd offense: Parent contact, 10-day bus suspension, plus above consequences for third offense

*\*Students who successfully complete the diversion program may have reduced consequences .*

Students who are in possession of and/or use of a vape/dab pen containing marijuana will receive the following consequences:

- 1st offense: Parent contact, 10-day out-of-school suspension and/or expulsion, police contact
- 2nd offense: Parent contact, police contact, expulsion

## Safe Schools

*(The following information is for all secondary students grades five through twelve, at Newaygo Public Schools).*

### SAFE SCHOOLS POLICY

#### **WEAPONS POLICY**

##### **Weapon Free School Zone Policy**

The Board of Education of the Newaygo Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of the Newaygo Public Schools (superintendent, principal, or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for

indirect delivery to another person for use as a weapon;

- The weapon was not knowingly possessed by the pupil;
- The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon;
- That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

#### **Definitions:**

"Weapon" or "Dangerous Weapon" includes a firearm, gun, revolver, pistol, dagger, dirk, stiletto, throwing stars, knife with a blade over three-inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School Property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1,000 feet surrounding school property.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air (b) the frame or receiver of any such weapon (c) any arm muffler or firearm silencer, or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of any explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm"). A copy of the complete policy is available from the principal's or superintendent's office of Newaygo Public Schools.

### **Assaults committed by students against school personnel**

#### **1. Physical Assaults:**

The Board shall expel for no less than 180 school days any student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a (12) (B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

#### **2. Verbal Assaults:**

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district on school property shall be expelled by the Board for up to 180 school days.

The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, "verbal assault" shall be defined as any willful verbal threat that is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act.

#### **3. Physical assaults committed against other students**

The Board shall expel a student in grade 6 or above for up to 180 school days if the student commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis. The Board of Education authorizes the Administration to suspend a

student up to 10 days when it is a student on student assault. This allows the Administration to handle all cases when ten or less days of time off would be appropriate.

#### **4. Reinstatement**

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the Board for reinstatement. Students who file for reinstatement are entitled to a review of the petition by a committee appointed by the School Board. The Board will provide all due process rights to reinstatement as outlined in state law.

A. The committee is to be appointed within ten days of receipt of the petition. (Committee has two board members, one administrator, one teacher and one parent).

B. Within ten days from its formation, the committee is charged with reviewing the petition for reinstatement and any supporting documentation.

C. Following this review, the committee submits a recommendation to the Board. The committee may recommend unconditional reinstatement, conditional reinstatement, or no reinstatement, and must include an explanation of its reasons for the recommendation.

#### **5. Application to students with disabilities**

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

#### **6. Implementation**

The superintendent shall develop specific procedures for dealing with expulsions authorized by this policy. Regulations ensuring due process to all students before an expulsion is imposed shall be developed with the advice of the district's attorney.

Following expulsion of a student, the district must:

A. Refer the student to the appropriate county department of social services or county community mental health agency.

B. Notify the student's parent or legal guardian of the referral. If the student is over 18 years of age, or is legally emancipated, notification should be made to the student directly; and

C. Report the assault(s) to appropriate state or local law enforcement officials and prosecutors.

Students who have been expelled may be eligible for enrollment in an alternative education program, a

disciplinary academy, or may be eligible for home schooling.

## Academics/Counseling

*Items with an asterisk (\*) apply only to Newaygo High School.*

### **ACADEMICS**

#### **ACADEMIC INTEGRITY**

The administration and teaching staff believe that you have a significant responsibility in the area of honesty and integrity regarding all schoolwork. Academic integrity means representing oneself and one's work honestly.

Students are expected to give their best effort on all standardized tests including MAP tests, MEAP, all ACT tests, MME tests and M-STEP tests. Students who fail to give their best effort will be prohibited from attending extracurricular activities, school dances and/or school sponsored field trips.

#### **ACADEMIC PROGRESS**

Students must be making progress in the accumulation of credits toward graduation. Students who are deficient in credits and do not make improvements, will be recommended to complete their education at an Alternative setting.

### **ACADEMIC HONORS\***

#### **ANNUAL ACADEMIC AWARD**

Academic honors for students in grades 9-12 at Newaygo High School are awarded annually to those students who maintain a "B" or better average. The grades for the following do not count toward Academic Honors: Work Study, Internship & Special Resources.

#### **TOP TEN**

Top ten academic honors are awarded to the graduating seniors of Newaygo High School. Students selected for this honor are the ten students with the highest academic grades in classes taken in grades 9-12. For a student to be considered for the valedictorian or salutatorian awards, the student must have been in attendance at Newaygo High School for at least the last 3 semesters that are used to determine the final class rankings (final class rankings are

determined at the conclusion of the 3rd quarter marking period of senior year). For transferring students, grades from another high school will be accepted only if official transcripts are received after they are requested by Newaygo High School. For a transferring student's grades to be accepted, the school the student is transferring from must be in full compliance with all State Department of Education regulations. Students transferring into Newaygo High School from a home school program must have a transcript from an accredited home school program. The granting of credits and placement of students is solely determined by the administration. When a student attends a home school and returns to Newaygo High School, the student will be reevaluated for grade placement and the transfer of credit.

#### **VALEDICTORIAN & SALUTATORIAN**

The valedictorian and salutatorian will be the students who are academically ranked number one and two among the top ten.

### **AP CLASSES\***

AP Exams will be offered for some high school offerings. See a Counselor if interested.

### **CAREER-TECH CENTER \***

The Newaygo County Regional Educational Service Agency is an extension of Newaygo High school and students who attend NCRESA are subject to the same rules, expectations, and calendar as they are at this school. Students who are suspended or expelled from Newaygo Public School may be automatically suspended or expelled from the NCRESA.

## **CUMULATIVE RECORDS**

A permanent record of each high school student is maintained in the office. Not only scholastic grades make a part of this record, but a record of participation in extra-curricular activities, offices held and awards received. Annual attendance is recorded as are statements of attitudes and responsibilities assumed. Results of achievement tests are recorded. This record becomes part of one's life, so start early and build a good record.

## **DROPS/ADDS**

Final permission to drop or add classes must be obtained from the school administrator.

## **DUAL ENROLLMENT\***

Juniors & Seniors can apply for dual enrollment through several local colleges to take freshman level classes during the academic school year. Classes must be pre-approved by the Counselor and High School Principal and must relate to the student's career pathway and EDP. Students must meet academic requirements at the local High School, must have taken all related classes and must meet the state requirements before being considered for Dual Enrollment. The grade does not count towards the GPA and will not be on the student transcript.

## **EARLY COLLEGE**

This program allows selected students to extend high school by one year in order to earn both their high school diploma and an Associate Degree from Muskegon Community College, having the tuition paid for by Newaygo Public Schools. These students will not be eligible for Top Ten and they will not be eligible to apply for certain scholarships until their 13<sup>th</sup> year. Selection is based on GPA, progress toward high school graduation, and test scores. N.P.S. will pay for 62 credits, total. For more information, reference the NCRESA website.

## **FINAL EXAMS**

All final exams must be taken as a part of the total course requirements. Final exams are to be taken at the regularly

scheduled time unless excused by a school principal. If required final exams are not taken, then the final exam grade and the semester grade will be marked as an F.

## **GRADING GUIDELINES**

The evaluation of student achievement and performance, including assigning marks to indicate progress, is the responsibility of the classroom teacher. A student's grade in any course will be based on his/her performance in the instructional setting and will not be reduced for reasons of conduct. If a student violates the attendance or other rules of the school, he/she should be disciplined appropriately for the misconduct, but his/her grades shall be based upon what the student has learned.

## **GRADE POINT EQUIVALENTS**

Below is the numerical value of the present 4-point grading system.

### **H.S. - General Class Grade Points**

A+	4.333	C+	2.333
A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	0.667

**Accelerated Classes** - Raise 1 point from general class grade point

### **H.S. - Accelerated Class Grade Points**

A+	5.333	C+	3.333
A	5.000	C	3.000
A-	4.667	C-	2.667
B+	4.333	D+	2.333
B	4.000	D	2.000
B-	3.667	D-	1.667

## **GRADING POLICY**

The District's grading system is meant to be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at each grade level, 6<sup>th</sup> through 12<sup>th</sup>.

**The Secondary Common Grading Scale is as follows:**

A+ = 97.5	B- = 79.5	D = 62.5
A = 92.5	C+ = 77.5	D- = 59.5
A- = 89.5	C = 72.5	F = 0
B+ = 87.5	C- = 69.5	I = 0
B = 82.5	D+ = 67.5	

This scale will be used by all teachers for the semester grades, exam grades and final grades.

- **Independent Study**

All Independent Study classes will be non-accelerated.

- **Honor Roll**

The grades for the following do not count toward honor roll; Work Study, Internship & Special Resources. Any student receiving a grade of D or F for a marking period is automatically ineligible for honor roll. Any student receiving a grade of D in an accelerated class may be eligible for honor roll. 1/2 of a student's class load must be honor roll eligible.

## **GRADUATION \***

### **ATTENDANCE POLICY**

8 semesters of attendance, are required, beyond the eighth grade level. The final two (2) semesters must be completed at Newaygo High School. Two terms of summer school may be substituted for one semester of regular day where it is deemed educationally advisable by the administration of the school. Summer school is available with approval of the Counselor and Principal. Correspondence courses approved by the administration must be completed as prescribed by the issuing college before credit will be given. Exceptions to this rule may be made by the Board of Education.

### **COMMENCEMENT CEREMONY**

The policy of Newaygo Public Schools is that only students who have completed all graduation requirements and criteria established by the Newaygo Public School Board of Education and the State of Michigan relative to receiving a high school diploma shall be permitted to participate in a high school graduation ceremony. Students with an approved IEP may receive a Certificate of Attendance and foreign exchange students will receive an Honorary Diploma.

Students eligible to receive a diploma may not be permitted to participate in the graduation ceremony because of serious disciplinary reasons, as determined by the high school principal and superintendent.

A student may be denied participation in a graduation ceremony by the high school principal and/or the superintendent if he/she does not attend all graduation ceremony practices, unless excused by the high school principal and/or if the student's attire or demeanor upon

arrival at the ceremony is deemed as being such as to reduce the dignity of the ceremony of other graduates.

### **GRADUATION CRITERIA**

A senior must not be more than 1.5 credits behind regular graduation pace entering their final marking period to be a candidate for senior activities and participation in graduation ceremonies.

## **INCOMPLETES**

Incomplete work from the previous semester must be made up within three weeks or a failing grade will result.

## **INTERNSHIP\***

A work based learning placement based on a student's career pathway and Educational Development Plan (EDP). A student must be a junior or senior, have good attendance, and carry at least a 2.0 GPA to be considered. Credit is given towards the total earned, but grade does not affect the GPA. Grade and credit both show on the student's final transcript.

## **PARENT CONFERENCE**

Parents may make appointments for conferences with the Teacher, Counselor or the Principal by calling the school office. H.S.- (231) 652-1646 M.S.- (231) 652-1285.

## **PASS-FAIL CHOICES\***

In order to allow a student an opportunity to pursue a field of interest without the fear of a low grade or failure a Junior or Senior may have the opportunity to select one (1) course per semester in each his/her junior or senior year on a pass-fail basis. The following conditions would prevail:

- There would be no grade issued - only pass or fail.
- Students must meet minimum requirements of the course selected and must participate in all assigned class assignments or as requested by the teacher.
- Credit would be granted - academic or non-academic as applicable and counted toward graduation but not to be included on the honor roll.
- Approval to enter a course for pass-fail basis would be subject to approval of classroom teacher, guidance director, and school administration.
- Pass-fail credit must be designated before starting the selected course as, as noted above. In other

words, no student may start a course for a letter grade and ask to be changed to a pass-fail credit. Special circumstances and permission of guidance dept. may have a three-week extension.

- Pass-fail choices would only apply to elective courses.
- Pass-fail forms are available in the guidance office. They must be completed and returned to the Principal's office before credit will be approved.

## **RIGHTS AND PRIVACY ACT**

The following information about each student is viewed by the school district as "directory information": 1) Name, address and telephone number 2) Date and place of birth 3) Major field of study 4) Participation in school activities 5) Dates of school attendance 6) Honors and awards earned, and 7) Similar information, e.g., alumni association, height and weight of athletes, honor roll members, information generally found in yearbooks.

Directory information about a student may be released to various associations, alumni groups, proprietary and/or trade schools, the military services and others.

If a parent or student over the age of 18 objects to the release of such directory information a formal notification of objection should be advanced to the Principal. If an objection is raised, information regarding the student cannot be released without prior written consent of the parent, or the student if 18 years or older.

Any parent or student with any questions regarding the Family Education Rights and Privacy Act should contact the school Principal or school district Superintendent.

## **WITHDRAWAL FROM A SUBJECT\***

A withdrawal from a subject is allowed only within one week from the beginning of the semester. You may not drop a subject at the end of a semester unless you are able to enroll in another approved subject. See the Principal. Also talk this over with your Teacher and Guidance Counselor. A withdrawal form MUST be signed by the Principal.

## **PROGRESS REPORTS**

All students will receive a progress report halfway through each marking period. Reports on students doing well or in need of extra help may be sent at any time.

## **FAMILY ACCESS (SKYWARD)**

Parent(s)/Guardian(s) are encouraged to take advantage of the "Family Access". This Web-based tool allows parents to access your student's information (via any Internet access at work or at home) reported directly from teacher's records. Students/parents can access Family Access through school Web sites and the N.P.S. District Web site; [www.newaygo.net](http://www.newaygo.net) Family Access is available for all N.P.S. schools. Please contact your student's Office for more information.

## **TEST-OUT\***

A high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ (77.5%). Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and may be counted toward the required number of credits needed for graduation but will not be used to determine the student's GPA.

Test-Out Exams are given before the school year begins or during the exam window at the end of a semester.

## **MIDDLE SCHOOL COURSES AVAILABLE FOR HIGH SCHOOL CREDIT**

Middle school students may receive high school credit for passing a high school course or testing out with a score of C+ (77.5 %) or higher.

## **COUNSELING SERVICES AVAILABLE**

- ☐ Students are asked to see a counselor for all questions concerning academic records, class scheduling, report cards, progress reports, etc.
- ☐ Students are asked to sign up in the counseling office or pick up a pass before or after school, between classes, or during lunch hour for all counseling needs, except for personal emergency.
- ☐ Major areas covered:
  - Personal Counseling
  - Graduation Requirements
  - Career Information
  - Testing - Interpretation of Test Results
  - Schedules
  - Parent Conferences
  - Assisting in Course Selections and Long-Range Goals.

## **COLLEGE INFORMATION\***

## **PROCEDURE FOR APPLYING TO COLLEGE**

- A. In-state applications are available upon request in the counseling office or on-line.
- B. Out-of-state applications must be requested by writing to the Director of Admissions of the particular school. Addresses are available in the counseling office or online.
- C. Completed applications should be turned in to the counseling office for verification of counseling information and official transcript information.
- D. Please allow two weeks for an application to be processed at the high school.
- E. The application process can begin at the end of six high school semesters. Students need not wait until the SAT and ACT tests have been taken to apply to a college, but should apply by the end of October their Senior year if possible.
- F. Take the SAT in the spring of your junior year in high school followed by October of your senior year. If you want to retake; go to the College board for information.

#### **APPLYING FOR FINANCIAL AID**

- A. Take the SAT test on the April or June date of your Junior year or in the Fall of your senior year.
- B. File FAFSA (Free application for Federal Student Aid) Fall of your senior year. All College bound students should file one of these forms. [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- C. Complete any financial applications as required by the school the student is planning to attend.
- D. Remember, the deadline for financial aid is March 1st. of senior year to be eligible for MI State funds.

#### **EXTERNAL TESTING\***

*Students are expected to give their best effort on all standardized tests and State required assessments including; M. Step, MAP tests, MI-ACCESS, WorkKeys, and all SAT tests. Students who fail to give their best effort will be prohibited from attending extracurricular activities, school dances and/or school sponsored field trips. The following tests are given or are made available to Newaygo High School.*

#### **ASVAB (Armed Service Vocational Aptitude Battery)**

This test is available to all Juniors and Seniors and is given in November, usually during the school day. There is no fee. This is a good test, even for students not interested in the military.

#### **CAREER CRUISING**

This is a career exploration program that is internet based. Students will begin using this program in middle school and complete various activities and develop and maintain an Educational Development Plan (EDP) throughout their high school experience.

#### **MICHIGAN STATE ASSESSMENTS / MME**

The Michigan Merit Examination is the state assessment administered to all students enrolled in Grade 11 in the spring of each year. Twelfth grade students who did not take the MME or those who do not have valid scores must take the MME as well. The combined MME assessments measure student learning in the Michigan high school standards, benchmarks, and core content expectations.

**All Newaygo High School students are required to take the Michigan State Assessments and obtain a valid score to receive a diploma.**

**All NHS homeschoolers are required to take the SAT.**

The MME has three components: 1) SAT college entrance exam; 2) WorkKeys, a job skills assessment; and 3) M-Step (ELA, Science, Social Studies, and Mathematics). Each component is administered on a different day.  
**(grades 5-8 are required to take the M-Step)**

#### **PSAT (Preliminary Scholastic Aptitude Test)**

This test is required for 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> grade students in the spring. The test is a pre-requisite for the National Merit Scholarship in the fall of the student's 11<sup>th</sup> grade year.

#### **SAT (Scholastic Aptitude Test) [www.sat.org](http://www.sat.org).**

The SAT has been redesigned to measure the most important skills, knowledge, and understandings; to be fair to all students; and to model what students are learning in the best high school classrooms. Because the SAT assesses the content that matters most for college and career readiness, SAT scores provide meaningful information about a student's likelihood of succeeding in college.

#### **WORK KEYS**

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. WorkKeys has helped millions of people in high schools, colleges, professional associations, businesses, and government agencies build their skills to increase global competitiveness and develop successful career pathways. Successful completion of ACT WorkKeys assessments in Applied Mathematics, Locating Information, and Reading



for Information can lead to earning ACT's National Career Readiness Certificate (ACT NCRC), a portable credential earned by more than 2.3 million people across the U.S.

At NHS, we believe that everyone should meet our three school-wide expectations for behavior:

**Be Safe**

**Be Responsible**

**Be Respectful.**

### **STUDENT SUCCESS INCENTIVE - ROARS**

The ROARS success incentive program is for middle school students- grades 5-8. Each marking period students will be recognized for demonstrating **R**espect for **O**thers and **A**cting **R**esponsibly and **S**afely. Students who meet criteria each marking period will be eligible for a ROARS reward. The following criteria will be used.

- No more than 3 discipline referrals total in the semester. This is teacher-managed yellow slips.
- No office referrals. This is office-managed blue slips
- No more than 5 tardies total per semester
- No more than 1 late assignment in each class per semester.
- No missing or incomplete assignments
- No failing semester grades

### **POSITIVE BEHAVIOR SUPPORT**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing behavioral supports and social culture that is needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (universal), secondary (targeted group), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Previously, school-wide discipline focused mainly on reacting to student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Whereas, introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive and successful approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.