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The principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook that he/she deems to be in the best interest of the educational process.

The principal expects every staff member to be treated with respect and dignity just as each student should receive the respect of the staff. A show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstances, be tolerated.

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

GENERAL SCHOOL INFORMATION

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

As compliance officer, the superintendent has the responsibility to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

Please contact the superintendent, District Civil Rights Compliance Officer for Farwell Area Schools at 989-588-9917.

ACCIDENT REPORTS

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

ADULT STATUS

Students upon reaching their 18th birthday **may** declare adult status. All adult status students will follow adult rules on attendance and reporting attendance. At the request of the parent a report card may still be mailed home. All students with adult status must sign themselves out with office personnel before leaving the building and have administrative approval. Once signed out, the student is not allowed to return until the next school day unless they return with a doctor's note or have administration approval 24 hours in advance. Closed campus rules will be enforced.

ASSEMBLIES

During the school year assemblies will be scheduled. These are part of our total educational program and students not assigned elsewhere **are required** to attend and exhibit appropriate behavior.

AUDIO/VIDEO DEVICES

Cell Phones, Music Devices, Cameras, Audio/Video recording devices are **prohibited** in the classrooms (except upon teacher approval). Cell phones can be used on silence or vibrate outside of class time. If a device is found in the classroom, it will be confiscated and turned into the office:

1st Offense is 1 – 3 days suspension and phone will be returned to the student after suspension and negotiation is complete.

2nd Offense is 3 – 5 days suspension and phone will be returned to a parent after suspension and negotiation is complete.

3rd Offense is 5 – 10 days suspension and phone will be returned to a parent at the end of the school year.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Students or their parents/guardians must immediately report any change in a student's name, home address, mailing address, or telephone number to the Office. This can be accomplished online through Parent Access or through direct person/person contact in the office.

CLOSED CAMPUS

The school is a closed campus and doors are locked at all times. Students are not permitted off campus once they arrive, with the only exception being off-campus courses and off hours for dual enrolled students. All visitors are required to sign in at the school office before entering the school and must have approval to enter.

CONCUSSIONS

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious, even if you haven't been knocked out. You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms (headache, balance problems, confusion, nausea, dizziness, memory problems, etc.) of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. To learn more, go to www.cdc.gov/concussion.

DIRECTORY INFORMATION (ARMED FORCES/COLLEGE)

The Board shall, in accordance with State and Federal law, provide at least the same access to official recruiting representatives of all of the following for the purpose of informing students of educational and career opportunities available in the armed forces of the United States and the service academies of the armed forces of the United State. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. **All male students age eighteen (18) or older are required to register for the selective service.** This student directory information (names, addresses, and telephone listings) for

the students enrolled in high school is also provided to other entities offering educational or employment opportunities to those students.

DRIVER'S EDUCATION

Driver Education instruction may be held during the summer and is run through an independent vendor. Once information becomes available, it will be provided to students through the student announcements.

DRIVING/ STUDENT PARKING

Students may not ride in, sit in, or drive a motorized vehicle (other than school transportation) during school hours including lunch periods and breaks between classes without authorization from the principal. Parents may not call the high school to give permission for students to leave during lunch period. Parents may not pick up and sign out their child during their lunch period due to the closed campus policy. Parking on the school campus is a privilege and when students arrive at school, they are expected to exit and lock their cars immediately and proceed on a direct route into the building. Student parking is permitted only in their designated parking spot. All parking areas around the schools are considered school property and any infractions will be treated accordingly. Student vehicles will not be allowed to advertise inappropriate materials of any nature, including but not limited to alcohol products, tobacco products, drugs, drinking, smoking, or carries phrases, innuendos, and/or pictures of a sexual nature. The school is not responsible for theft or vandalism. Students who plan to drive to school must register their vehicles with the high school office to receive a parking space and sticker. Parking stickers will be furnished and must be displayed in the front window.

No student may drive an automobile to the vocational center at Mid Michigan Community College unless instructor, principal, and parent give approval. This permission must be in writing.

EMERGENCY DRILL/ SECURE MODE

In the event of a school, local or national emergency, it may be necessary to place the high school building in a secure mode or lock down. After an announcement advising all staff to lock or go into secure mode, all doors and outside entrances will be locked to totally limit all movement. All traffic within and out of the building will cease on a lock down until official emergency team personnel give the all clear or evacuation orders.

The safety of students and staff will not be compromised; therefore, this procedure will be strictly enforced. Emergency drills will be conducted throughout the year.

FIRE ALARMS AND EXTINGUISHER

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

FIRE DRILLS

Fire drills and/or fires are signaled by continuous blasts from the fire alarms and flashing lights. All students, staff members, and visitors must leave the building immediately and be at least fifty feet from the building. Teachers will direct students to exit the building utilizing the fire exit routes that are established for each room. When evacuating, students should walk rapidly in a calm, quiet, and orderly manner.

FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to verbally express their personal opinions. Such verbal opinions **shall not** interfere with the freedom of others to express themselves. The uses of obscenities or personal attacks are prohibited. If a student is expressing their opinion, it must be done without violation of school rules. If rules are violated they will be treated according to school rules. All student meetings in school buildings or on school grounds may function only as a part of the formal education process or as authorized by the principal. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school or with the educational process is inappropriate and prohibited.

FREEDOM TO PUBLISH

Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. The authors must sign such written expressions. Students who edit, publish or distribute information among their fellow students must assume responsibility for the content of such publications. Libel, obscenity, and personal attacks are prohibited in all publications. Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students in the school buildings or on school grounds

of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited, except for class related assignments. Students may not use the school copy machine for personal use.

**HARRASSMENT, HAZING, & BULLYING AND OTHER
AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, schools-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

NOTIFICATION

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent

consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

IMPLEMENTATION

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

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

PROCEDURE

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher/counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three school days after a report/complaint is made. If the investigation finds an instance of bullying or aggressive

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

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

NON-Retaliation/False Reports

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

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

PREVENTION/TRAINING

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

DEFINITIONS

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

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

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

“Bullying” is defined as any gesture of written, verbal, graphic, or physical act or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students.
- Adversely affecting the ability of a student to participate in or benefit from a school district’s educational programs or activities by placing the student fear of physical harm or emotional distress.
- Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- Causing substantial disruption or substantial interference with the orderly operation of the school.

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

- Physical- hitting, kicking, spitting, pushing, taking and/or damaging personal belongings or extorting money, impending student movement, unwelcome physical contact.
- Verbal- taunting, insulting, name calling, making threats.

- Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students.
- Adversely affecting the ability of a student to participate in or benefit from a school district’s educational programs or activities by placing the student fear of physical harm or emotional distress.
- Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- Causing substantial disruption or substantial interference with the orderly operation of the school.

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

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

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

Stalking:

- Submission to such unwelcome conduct/communication is made either as explicit or implicit, utilizing or benefiting from the services, activities, or programs of the school:

- submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school;
- the unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include any reasonable student to feel terrorized, frightened, intimidated, threatened, harassed and/or including racial slurs, mocking behavior, or other demeaning comments. MCL.750.411.h

Sexual Harassment, may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or job performance.

Note: Any administrator, teacher, coach, other school authority that engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined by law.

Hazing (MCL.750.411.t)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain;
- intentional humiliation or embarrassment;

- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates;

Note: If a school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the superintendent.

Confidentiality - Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

INCLEMENT WEATHER EMERGENCIES

If it becomes necessary to cancel school or alter school hours due to a weather emergency, the information will be broadcast over the school messenger system to notify families. The decision to cancel after school and evening activities will be made as early as possible in the afternoon.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. For more information, contact the superintendent at 989-588-9917.

ILLNESS AT SCHOOL

Any student, who, during the school day, becomes ill or has need of first aid treatment, should report immediately to the nearest staff member. If the student is still ill after a period of time, the parents will be contacted and arrangements will be made for the student to go home. In emergency situations, the school will call for emergency medical personnel and ambulances if deemed necessary. All costs for transportation and treatment are the responsibility of the parent.

LOCKERS

Lockers are assigned to all students and students will be given their own locker lock combination. Lockers are to be locked at all times. Students cannot pass out the combination to other students. Any other locks placed on lockers will be removed. Lockers are subject to search at any time. Students should not keep money or other valuables in school lockers or locker rooms. The school is not responsible for money or valuables left in lockers. Mistreatment of student lockers will result in disciplinary action. No graffiti or unrelated school posters are allowed outside of school lockers. Suggestive materials posted outside or inside student lockers are prohibited and must be removed. No student is to share or use another locker not assigned to him/her. **Students will be expected to pay for any damage to lockers and will be subject to discipline related to destruction of school property.**

LUNCH/BREAKFAST PERIOD

Farwell High School has a closed campus policy for lunch. Students will not ride in, sit in, or drive vehicles during the lunch period. Parents may not call the high school to give permission for students to leave during lunch period. Students can bring their lunches or participate in the hot lunch program. Students are to remain in designated areas during lunch period. Students who leave the school grounds during lunchtime will be violating the closed campus rule and are not permitted back onto campus even with parental permission. Farwell Area Schools also participates in the Federal School Lunch Program. The program provides free or reduced cost lunch for low-income families. An application is provided for families in the high school office. A free universal breakfast program also is offered from 7:45 a.m. to 8:00 a.m. Students are allowed to eat their food and drink in designated areas only. Appropriate areas include the Jamie Performing Arts Center (cafeteria) and classrooms with teacher approval only.

MEDIA CENTER RULES AND REGULATIONS

No food or drinks are allowed in the media center or lab. All other school rules apply, in addition to enforcing the Acceptable Use Policy (AUP). All books/equipment must be checked-out through the barcode system and turned in at the set due date or the accounts will be disabled, which includes the computer access. Upon exit, log-off the computer (power off if last hour of the day), clean up your area (no glitter or glue allowed) and put your chair back into place.

MEDICATIONS

The medications and/or treatments, which may be administered by office personnel, are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed: Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering during school hours.

- The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school.
- The building administrator shall designate, on Form 5330 F1, the staff member(s) authorized to administer the medication or required treatment. Those individuals must have received training on administering the medication or treatment prior to servicing the student, except in an emergency situation.
- Form 5330 F1c – Authorization for the Possession and Use of Asthma Inhalers or Other Emergency Medication shall be completed and signed by a physician and the parents authorizing the student use of a metered dose or dry powdered inhaler, or prescribed emergency medication at school, on district transportation and school activities. The building principal must receive this form if one is assigned to the building. Notice of this authorization shall be delivered to the staff members and transportation personnel to whom the student is assigned.
- Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines if there is written approval from the student's physician or other health care provider and parent/guardian to

possess and use the inhaler and the building administrator has received a copy of the written approvals.

- All medications to be administered during school hours must be registered with the principal's office, properly secured, and provided in the exact dosage prescribed. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the principal/counseling office for information.

OFF CAMPUS EDUCATIONAL OR WORK ACTIVITIES

"Off-Campus Educational or Work Activities" includes any activity or class not taking place in the Farwell High School building, such as dual enrollment programs, cooperative education programs, work-study programs, and vocational programs. Students may lose driving privileges and are subject to disciplinary action if they drive during non-scheduled class, activity, or work times and/or transport passengers that are not involved in their off campus classes or activities. When off-campus educational/work activities are not in session, students must return to the high school, students must report immediately to the office before going to the media center with a pass. Students must present pass to a media specialist or an attending

adult and they must remain at the specified location for the duration of the time. Other locations may be approved or assigned by an administrator. Students who do not comply with the guidelines and expectations for off-campus activities will be subject to a loss of participation in off-campus opportunities.

OFFICE PHONE

Telephones are available in the school for student to use when they are not in class and for emergency use only, no personal calls will be allowed. Students will not be called to the office for a phone call, except in the case of an emergency.

PARENT SCHOOL COMPACT

Farwell recognizes that a student's education is a responsibility that is shared by the school, home and community. With this said, we agree to work collaboratively in the best interest of the student. Family involvement should include, but will not be limited, parent-teacher conferences, assistance and collaborative support, home-school communication and access and attendance, behavior and curriculum monitoring.

PERSONAL CURRICULUM

In January 2007, the Michigan legislature passed laws related to new high school graduation requirements. These new requirements are called the Michigan Merit Curriculum (MMC.) The intent of the new MMC requirements is to improve the quality of education for all students. Farwell High School recognizes that some students have special talents and interests that warrant additions to the curriculum. Other students may have disabilities that require accommodations to keep the MMC meaningful and fair. If you believe your son or daughter needs a Personal Curriculum, you must make a request for consideration for a PC. Once a request has been made, a team is formed to determine what curriculum changes are appropriate. For more information, please contact the high school counselor.

PYRAMID OF INTERVENTION

Tier 1:

Parent-Teacher Communication and Teacher Watch List
Student/Parent/Teacher/Staff meeting with academic contract
Privileges based on grades

Tier 2:

Removal from non-core elective classes for core classes
Unit Recovery courses and/ or Online courses
Loss of extracurricular/Privileges

Tier 3:

Reduced Schedule
Alternative Education Environment

RESIDENCY/ REGISTRATION / IMMUNIZATIONS

Students entering Farwell Area Schools may enroll only if current legal requirements for residency in the district are met. Generally, the person(s) having legal custody must reside in the school district. A “power of attorney” is sufficient for enrollment. A birth certificate and immunization record that follows state standards is also required. The Michigan requires certain immunizations for all students and no student may begin school without proof of the required state immunizations.

SEARCH OF SCHOOL PROPERTY

It is the policy of the Farwell Area School Board that school authorities in the interest of security, maintenance, health and safety may inspect school properties. To ensure the safety of all persons that visit or attend Farwell Area Schools, the administration reserves the right to search any and all property. This includes, but is not limited, any belongings, lockers, articles, and/or motor vehicles that occupy the school premises in which there is reasonable suspicion to believe that there may be weapons, drugs, or other contraband that could potentially cause a safety hazard. Further, these searches may be conducted with or without notices as to further ensure safety and/or preservation of evidence.

SECURITY

Video Cameras have been installed in Farwell Area Schools to increase safety and security. All staff, students, and visitors should wear an ID badge. Guest must check in at the office and wear a guest badge. A replacement cost of \$5.00 is charged for a new badge.

**STATEMENT OF ASSURANCE OF
FEDERAL LAW COMPLIANCE**

The Farwell Area Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1972, as amended; Individuals With Disabilities Act (IDEA) of 1970, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Farwell Area Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The Farwell Area School District is an Equal Opportunity Employer.

STUDENT PRIVACY/PARENTAL ACCESS INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student/parents;
- mental or psychological problems of the student/family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close, family relationships;
- legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of student/guardian;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation by contacting the principal's office.

STUDENT RECORDS

Federal law requires that school districts notify parents and guardians yearly of their right to review their student's educational records. Parents and guardians, wishing to initiate such a review, may be informed of procedures by contacting the school office.

STUDENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well. In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts. Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District. Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules. Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the Superintendent.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies. In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not

include academic tests or academic assessments. The Superintendent shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

TEXTBOOKS/LEARNING SUPPLIES/STUDENT PLANNERS

Students receive many learning supplies free of charge. The student will pay for materials intended to become the private property of the student. Students are responsible for all books, materials, supplies, equipment, and facilities assigned to them or provided for their use. Abuse or loss of these items will result in payment for the items lost or damaged, and possible disciplinary action including loss of privileges such as extracurricular, assemblies, dances, ceremonies.

TOBACCO PRODUCTS ON SCHOOL PROPERTY

State law #MCO 750.473 prohibits the use or possession of tobacco products on school property. Violators will be referred to authorities.

TORNADO WATCH/WARNING DRILLS

Warning will be a constant tone. The important thing to do is to be away from windows and near solid structures. Remember, a tornado will strike from the southwest. **Tornado Watch:** Tornadoes are possible. Remain alert for approaching storms and prepare students and shelter locations. **Tornado Warning:** A funnel cloud has been sighted or indicated by radar. Move to a place of safety. **Tornado Drill:** A drill is used for the purpose of being prepared if a real emergency situation would arise.

TRANSFER TO FARWELL TIMBERLAND ALTERNATIVE

Administration has the right to determine the best educational setting for students, whether that is Farwell Timberland, Farwell High School or Farwell Early College. Students that are off track for graduation (failed more than 5 courses) may be sent directly to Timberland. Students who wish to withdraw from school and transfer to Farwell Timberland Alternative High School should make that request to administration in writing, if under 18 it must be from their guardian. Once a student has transferred to Timberland he/she

must successfully complete the remainder of the school year at Timberland before they can request a return to Farwell High School. A return to Farwell High School will be based on the student's credits recovered, graduation status, and ABC's (Attendance, Behavior, and Curriculum). Timberland students have the option to participate in Timberland's extracurricular events, including athletics and graduation. However, Timberland students cannot participate in Farwell High School extracurricular events, unless prior approval in writing is granted by administration; for example, guest dance forms.

VISITORS/ GUESTS

Due to state recommendations and safety concerns, students are not allowed to bring guests to school. For safety reasons all visitors must report to the high school office. Visitor nametags will be issued and must be worn by approved visitors. Parents are expected to call the office and give advance notification when requesting a meeting with administration or teachers. Meetings with teachers will be scheduled before or after school or during the teachers' preparation times.

WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school or transfer to another school should notify the office at least three days prior to transfer. A withdrawal slip must be taken to all teachers who will assign a drop grade to date, and collect any books, materials, and fees the student owes. The athletic director, kitchen staff, counselor, and media specialist must sign the form stating that no fees are owed and all materials have been returned before being returned to the office.

WORK PERMITS

Work permits for students are available in the high school office. The applications must be completed by the prospective employer, the employee and the parents, and then must be returned before the permit is actually issued.

ACADEMIC/ GUIDANCE INFORMATION

ACADEMIC GRADES

The Farwell Area School uses a 4.0 grade scale with grades issued three times per year. Only trimester grades are entered in the student's permanent record. The exact grade issued is used in calculating grade point averages (GPA).

ACADEMIC RECOGNITION

Academic Letter/ Pin- Fulltime students who achieve a grade point of 3.5 or higher for two consecutive trimesters will receive an academic letter. They will then receive an academic bar for every additional two consecutive trimesters with a grade point average of 3.5 or higher.

Honor Roll - The Honor Roll recognizes academic achievement and is published each trimester. To be eligible, a student must be fulltime, have a 3.0 grade point average, and no failing grades. Students with an incomplete (I) or no credit (NC) are not eligible.

Valedictorian/Salutatorian- A student must meet the following criteria in order to be considered as a candidate for the top scholastic honor of Valedictorian or Salutatorian. Val/Sal ranking will be tentatively determined after the completion of the second trimester. Any tentative Val/Sal will be removed from their tentative title if they fail ANY course (high school or college) in their 3rd trimester. He/she must have met the course requirements for High Honors (see below). He/she must have attended Farwell Area High Schools for *at least* the previous four trimesters. He/she must be GPA ranked number one or number two in their class for the graduating class of 2018. For the graduating class of 2019 and beyond, he/she must be ranked number one or number two by the following formula based on their GPA and state assessment (maximum score of 2000):

A. Grade Point Average (GPA) _____ multiplied by 250 = **A**

B. SAT total score _____ divided by 1.6 = **B**
(or)

ACT composite score _____ multiplied by 27.778 = **B**

Total Score = **A** + **B** = _____

High Honor/ Honor Status- High Honors earn gold cords and they awarded to students who have a 3.5 to 4.0 cumulative grade point average at the end of the second trimester of their senior year. Honors earn silver cords and they are awarded to students who have a 3.30 to 3.49 cumulative grade point average at the end of the second trimester of their senior year.

CATCH-UP CAFE

Lunch Tutoring (Catch-Up Café) is required of all students who are failing one or more classes at the end of each week for the following week. Students will be released to get lunch the last 10 minutes of lunch. Catch-up Café will be mandatory up to 3 days per week. Violation for skipping catch-up café or showing up late:

- 1st violation – 1 day Suspension
- 2nd violation – 3 day Suspension
- 3rd violation – referral to principal

DUAL ENROLLMENT

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

- Students must meet the proficiency requirement(s) as determined by state approved assessments in the subject areas in which they wish to dual enroll. Students may also take courses in subjects that do not have proficiency requirements.
- The college courses cannot be a hobby, craft, religion, or recreation course, or in the subject area of physical education.

School districts are required to pay the lesser of (a) the actual charge for tuition, mandatory course fee, materials fees, and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year that student attends the post-secondary institution. Parking fees, books, and other fees are not paid by the school district. Parents may obtain information concerning procedures and guidelines in the FHS guidance office where the dual enrollment process begins. If the state changes these guidelines, the program at Farwell High School may be altered. Student who fail/withdraw from their college courses are required to pay the school the full tuition costs. If tuition is not paid in full, the

student will not be permitted to participate in any graduation ceremonies.

Other considerations:

- Students may not take college courses if those course times conflict with their high school required courses.
- Students must weigh the advantages and disadvantages of dual enrollment considering the fact that although they may choose to take a course both for high school and university credit, some universities may not accept transfer credit.
- Students may elect to have a dual enrollment course count for **GPA** credit at the high school level. Dual Enrollment students must fill out a credit designation form at the start of the college semester.

GRADE APPEAL PROCESS

Students who feel that an error has been made regarding a trimester grade may appeal using the following grade appeal procedure:

- To appeal a grade from the previous trimester, it must be submitted in writing to the principal before the end of the next trimester.
- The appeal must include the date and name of the student along with the name of the class, the teacher and the grade in question. It must also include an explanation/reasons that the grade is believed to be incorrect. It is recommended that any other supporting documentation be attached to the appeal.
- The principal, assistant principal, and two teachers will review the appeal.
- The students/parents will be notified in writing with the results of the appeal request within one week of the appeal date.

GRADE CLASSIFICATION

Students will be classified according to their year of entry as freshmen into high school, not on the number of credits earned.

GRADUATION REQUIREMENTS

Seniors must satisfactorily complete the minimum number of units of credit for their class to be eligible for participation in graduation exercises and to receive a diploma. In addition students are required to take all portions of State Tests in order to receive a diploma. It is mandated that students be enrolled fulltime for all twelve trimesters of high school (15 trimesters for early college) unless administrative approval is granted. Students must also have paid all outstanding balances owed to the school to be able to participate in the graduation ceremony.

Required Courses for Graduation:

English	4.0 credits
Algebra I	1.0 credit
Algebra II	1.0 credit
Geometry	1.0 credit
Mathematics Elective (0.5 math must be senior/5 th year)	1.0 credit
World History	1.0 credit
US History	1.0 credit
Government	0.5 credit
Economics	0.5 credit
Biology I	1.0 credit
Chemistry or Physics	1.0 credit
Science Elective	1.0 credit
Health	0.5 credit
Physical Education Course	0.5 credit
Visual/Applied/Performing Arts	1.0 credit
Speech (FHS)/Careers (Alt.)	0.5 credit
Computer or Technology Course	0.5 credit
Foreign Language (1.0 can be replaced with Fine Art)	2.0 credits
Total Required Courses:	19.0 credits
Total Electives Required:	8.5 credits
TOTAL CREDITS FOR FHS GRADUATE:	27.5 credits

Additional Early College Graduation Requirements:

College Credits	15.0 credits
Internship/Volunteer Hours as follows:	
Internship Hours	40 hours
or	
Volunteer Hours	100 hours
or	
Combination Volunteer/Internship Hours	70 hours

One-half high school credit is earned by the successful completion of one trimester of a course that meets approximately 75 minutes per day, five times a week or its equivalent. If a student fails a course, they can still show competency for credit (CR) by passing the final exam (all courses require final exams) with a C+ or higher, but will still have the E for grade point calculations. When a student fails a core course they will repeat the course the next available time the course is offered or enroll in credit recovery if permissible. For those students who fall behind in credits, make-up credits may be obtained through Timberland or another accredited program at the expense to the student. In all cases, it is the responsibility of the student to check with the office regarding the progress and completion of all graduation requirements. For Timberland senior students only, a Level II Diploma may also be available after a required meeting to obtain administrative approval with the student, parent and administration. A Level II diploma may not allow a student into the armed forces, some colleges/universities.

MICHIGAN STATE TESTING

All students are required to take state tests each year the state requires testing. Students' transcripts will include these results. State tests are required for graduation and dual enrollment

MISSING/LATE WORK

High school students are allowed to turn in late work up to 5 school days after the due date, but will only receive up to 50% credit. After 5 school days from the due date, the late work will not be accepted for credit. This policy is intended to motivate and encourage students to meet deadlines in preparation college and careers.

ONLINE CONSENT FORM

I understand that my student will potentially be enrolled in online courses and/or credit recovery course through Plato. I understand that by signing the handbook, I am allowing my student to enroll in online courses. If at any time I do not want my student to enroll in online courses, I will inform the school in writing.

NATIONAL HONOR SOCIETY

The National Honor Society is a national organization created to recognize outstanding students not only in academics but also in

leadership, service, and character. Students must apply and meet NHS criteria to be admitted to NHS and maintain such standards. Selection Procedures for N.H.S. is open to 10th, 11th and 12th graders.

- Scholarship- To be eligible to the Farwell Chapter of National Honor Society, students must have a cumulative grade point average of at least a 3.3 and have been enrolled in a majority of classes with advanced coursework.
- Service- All potential members must submit a list of their service activities; including at least two service projects and then must also maintain an average of at least 20 hours of volunteer service per year of high school.
- Leadership- Potential members must include leadership activities on the same list. They must have at least six leadership points through extra-curricular activities/groups.
- Character - Integrity, Positive Behavior, Cooperation, and Ethics are the characteristics that are considered based on staff recommendation.

REPORT CARDS

Report cards are distributed three times a year, first and second trimester will be hand delivered to the student and third trimester will be mailed home. Incomplete grades will become failures unless arrangements have been made with the instructor and administration to have the work made up within 12 weeks.

Parent Access: Parents and students also have access to grading information through the Parent Access link on the Farwell Area Schools website. With a designated family password, current information regarding attendance, grades and assignments can be reviewed daily. Please call the office in you need assistance.

SCHEDULING/EDUCATIONAL DEVELOPMENT PLAN

Minimum Class Load

In order to meet current state guidelines, students must be enrolled in at least five periods of class with the potential to earn 2.5 credits per trimester. Approved work-study, CTE, and dual enrollment courses count toward this requirement. Students taking college courses may have accommodated schedules. Students are recommended to have a minimum of three academic/career pathway related courses out of

five possible courses each trimester. Students are required to enroll in mandatory courses and these courses take priority over electives.

Scheduling Conflicts

If there are not a sufficient number of requests for a course, the course may be dropped. If a class is overloaded, some students may be bumped from the course. Sometimes two of a student's top five choices will be scheduled during the same period of the day. Students are asked to provide two or three alternate courses on their Course Request Form in case conflicts occur.

Scheduling Changes and Adjustments

The student, guardian, and the teachers of both the dropped course and the added course must sign the drop and add form and this should be completed prior to the start of the course. Students **MUST** follow their present schedules until change requests have been completed and officially approved in the office by administration.

SPECIAL EDUCATION

Farwell Area Schools offers a continuum of programs and services for students who qualify for special education. Farwell has a full diagnostic staff that conducts student evaluations and provides support services to students, teachers, and parents. Parents are encouraged to first notify the child's teacher or building principal if they are having academic or behavioral concerns.

Typically, requests for individual student evaluations are generated through the building-level Student Assistance Team (SAT) process when there is a question as to whether a student may have a disability that impedes or impacts the learning process. Parents may request a multi-disciplinary evaluation be completed if there is suspicion that their child may have a disability. For school or parent initiated referrals, signed parental permission is necessary, and an Individualized Education Plan (IEP) is conducted within 30 school days of initial consent if a student is found to qualify for services. Farwell Area Schools adheres to state and federal policies and laws.

“TESTING OUT” OF HIGH SCHOOL CLASSES

Students interested in “Testing Out” should contact the office for “Testing Out” form and approval. Students may NOT test out for courses they have previously failed. Students will receive credit if they have exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a competency exam for the course; or, if there is no competency exam, exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, and/or presentation.

- All students have **one** opportunity to “test out” of classes that are required for graduation, unless you have previously failed the course.
- In addition to a written assessment, students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performance, papers, projects and presentations.
- Credit earned for “testing out” of classes will apply toward requirements for graduation and will be recorded as “credit”. The student’s cumulative grade point average will not be impacted meaning that credit earned through “testing out” will not be included in the computation of a student’s grade point average for any purpose. Once credit is granted by “testing out,” a student may not receive credit for a lower course in that course sequence.
- Parents/students must request course information and registration for “testing out” at least two weeks prior to the start of a trimester and testing arrangements must be made with an administrator.

ATTENDANCE

ATTENDANCE INFORMATION

Students with good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving high school. Therefore, the development of good attendance is an important objective of Farwell Area High School. Just as employers keep personnel records, an official transcript is kept that is compiled on each student that indicates both academic and attendance summaries. Additionally, regular attendance contributes to the instructional objectives of developing the traits of punctuality, self-discipline and responsibility. While parent(s)/ guardian(s), teachers, and administrators make every attempt to establish and execute a sound attendance policy, students must accept responsibility for their regular attendance.

A child's parent, guardian, or other person in this state having control and charge of the child shall send the child to public school during the entire school year from the age of 6 to the child's eighteenth birthday. (MCL 380.1561)

Late Arrival/Sign in Procedures: Students who report to school any time after the first scheduled class begins, or are returning from signing out earlier in the day, **must** sign in at the office.

Early Dismissal/Sign out Procedures: If it is necessary for a student to leave school during the day, the student must sign out at the office, after making contact with the parents/guardians and having administrative approval. Disciplinary action will be taken if a student fails to follow proper procedure. Once a student leaves school, they are not permitted to return that school day without written verification of the excused time.

- **Student Pick-ups** For the students' safety, guardians must pick up students at the office and show identification.
- If a student is to be picked up by someone other than a parent or guardian, arrangements must be made through the parent/guardian with the office before the student leaves.

Only a school official may remove students from class. Parents must pick up their student from the office.

One day absence is considered one class periods missed in the school day.

EXCUSED ABSENCES

The District accepts only the following as excusable reasons for absence from school and only with **written verification that includes a parent signature within 48 hours of the absence(s)**. Students have one school day (per each day of excused absence) to turn in assignments for credit.

- **Personal Illness-** Doctor's confirmation is required.
- **Court Related-** Verification should be done prior to the absence if possible.
- **Quarantine of the Home-** limited to the length of the quarantine as fixed by the proper health officials.
- **Death of a Relative-** must be an immediate family member.
- **Observance/Celebration of Established Religious Holiday**
- **Absence During the School Day for Professional Appointments-** Parents are encouraged to schedule medical, dental, legal, and other appointments outside of the school day when possible. The student shall report back to school immediately after the appointment if school is still in session.
- **Pre-arranged and/or other absences as approved by administration on an individual basis only.**

EXCUSED ABSENCES – SCHOOL RELATED

Absences approved by the school for field trips, athletic events, conferences, and special programs and activities do not count towards students' trimester absence total.

College Visitation-Junior and seniors are encouraged to visit colleges as they plan their careers. All visits are arranged through the counseling office and require at least one week advanced notice. College visits taken prior to April 30th will not affect a student's attendance. Juniors are allowed one and seniors two visits per year.

EXCUSED ABSENCES - SCHOOL IMPOSED

For violations of the Student Code of Conduct students may be assigned discipline. It is the student's responsibility to call the office and make arrangements to pick up her/his make-up work. Teachers will be expected to make every attempt to have work available in the office within 24 hours.

UNEXCUSED (TRUANCY) ABSENCES

Unexcused absence from school is not acceptable. Students who are truant may receive no credit for homework missed per administration and will be referred to legal authorities for truancy.

- After 5 days of truancy in a school year, a student will be considered a “habitual truant” which will result in a letter to parent(s)/guardian(s).
- After 10 days of truancy in a school year a letter will be sent home with a meeting time and date to discuss the student’s attendance with the student and his/her parent(s)/guardian(s).
- After 15 days of truancy in a school year a letter will be sent home to inform the student and his/her parent(s)/guardian(s) that a meeting is required and legal authorities will be informed on the next absence concerning lack of parental responsibility in providing proper care and supervision of a child.
- After 10 consecutive days a student may be dropped from school and would be required to re-enroll with an administrative meeting prior to acceptance.

The following absences are considered unexcused:

- Guardian informs school a student is ill without verification;
- The student skips class;
- The student is more than 5 minutes tardy to class.

PARENT NOTIFICATION OF STUDENT ABSENCES

Whenever possible, parents/guardians will be notified by an automated calling system when their student has been absent or tardy. Parents and students also have access to their student’s attendance information through the Parent Access link on the Farwell Area Schools website. With a family password, current information regarding attendance, grades, and assignments can be viewed. Contact office if more information is needed for access.

TARDIES

Tardiness is defined as arriving to class after the tardy bell rings but within the first 5 minutes of class.

Incident	School Action per Trimester:
a) First and Second tardy to the same class	Student will be asked the RTP questions.
b) Third tardy to the same class	Student will be asked the RTP questions, assigned to ISS for lunch to complete a plan.
c) Fourth tardy to the same class	Student will be asked the RTP questions, assigned to ISS for 5 lunch detentions to complete a plan, and teacher will make a phone call home.
d) Fifth tardy to the same class	Student will be asked the RTP questions, assigned to ISS for a full day and 5 lunch detentions to complete a plan, and teacher will make a phone call home.
e) Sixth or more tardy to the same class	Referred to Administration

EXTRACURRICULAR INFORMATION

EXTRA-CURRICULAR ACTIVITY CODE

(Non-athletic)

A student involved in an extra-curricular activity who violates the standards established by the advisor of that activity is subject to the consequences also established by the advisor. Students must recognize that academics come first. At minimum, it is expected all students involved in extra-curricular events will be in good standing academically and on track to graduate with no attendance or behavior issues. Participation in extracurricular events/clubs is an honor and a privilege. If students wish to participate, he/she must be worthy of the honor and deserving of the privilege. Advisors will be responsible for enforcing their standards and reporting to administration the names of students who violate those standards.

CLUBS AND ORGANIZATIONS

All clubs have a membership open to all students who have an interest in the function of the club. Every activity or meeting must be under the direction of a staff member. Students who have an interest in organizing a club must secure faculty sponsorship, administrative approval, and follow board guidelines. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal. Students should have parental permission to participate in a school activity.

DANCES

- Students will not be allowed to attend any school dance if they are absent or suspended from school the day of, or the day prior to the dance if held on Saturday.
- Students must be on track to graduate and passing their courses to be eligible to attend the dance.
- Students must not have attendance or behavior issues to be able to attend the dance.
- 8th grade and middle school students will not attend high school dances and high school students will not attend 8th grade dances.
- All 8th grade dances must end by 8:00 p.m. and 9th-13th must end by 11:00 p.m.

- The dance must be approved by the principal one-week or more before the scheduled date.
- Students may not bring food or beverages into the dance.
- No one will be admitted to the dance after the first 30 minutes.
- Guests from outside of Farwell High School (including Timberland students) must be registered in writing by their escort at least two weeks prior to the date of the dance for Homecoming, Snowfest, and Prom and be approved by the high school administration or they will not be admitted. No guest over the age of 20 will be admitted. A picture I.D. must be provided at the door for all guests, a background check must be conducted, and consultation with administration from the guest's school. FHS administration reserves the right to deny any guests.
- School dress code applies to all dances.
- If a person leaves a dance, he/she will not be readmitted
- Dances after games are for 9th – 13th FHS students only.

*Violation of the guest rule will bring discipline on the Farwell High School student who signed up the guest, and also may forfeit the student's right to attend dances for the remainder of the year.

STUDENT BEHAVIOR/ DISCIPLINE

DISCRETIONARY POWERS OF SCHOOL ADMINISTRATION

- **At all times, the judgment of school personnel shall prevail in the interpretation and application of school policies.**
- Disciplinary consequences will only be enforced with information from school employees or law enforcement.
- At any time deemed necessary, school personnel will contact local police or other authorities. Such contact may result in civil or criminal prosecution. School administrators are given latitude and discretionary powers in the application of these sanctions in order to meet the educational objectives of the institution and to best serve the needs of the individual. Violations or offenses are cumulative throughout the high school career when determining the number of offenses or violations. The total disciplinary history of the student while at Farwell Area Schools may be considered in determining appropriate sanctions.
- **All school district policies are in effect at all school functions. Farwell High School/District Policies are based upon Board of Education District Policies and Michigan State Law. The principal's office has a copy of the District's Policies.**

BREATH-TEST INSTRUMENTS

An administrator may arrange for a preliminary breath test for blood-alcohol whenever he/she has reasonable suspicion that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, disciplinary consequences will be administered.

CANINE CONTRABAND DETECTION PROGRAM

The overall intent of the use of detection canines on the school campus is to provide a deterrent to the presence of contraband items on school property. Policy incorporates routine inspections of such areas as: lockers, gym areas, classrooms, common areas, and parking lots. Inspections are performed on a random basis insuring

consistency of areas searched. The ultimate goal is to assist in providing a learning environment free from contraband items.

DISCIPLINE POLICIES AND PROCEDURES

These policies are in effect while students are transported to and from school, on school property at any time, at all school sponsored or approved events and activities, and with respect to any misconduct toward any school employee or actions directed toward the school. Any teacher, administrator, or school employee may write a “Discipline” referral for up to one-day suspension. For consequences requiring more than one day of suspension, administration action must be taken. A copy of the referral is mailed home, sent to teacher/staff member, and maintained in a student file. Students suspended from school will be allowed to make up their work. It is the student’s responsibility to make arrangements to pick up the make-up work. Teachers will be expected to make every attempt to have work available within 24 hours.

DISMISSAL FROM CLASSES/ISS

When a student is sent from a classroom for misconduct, he/she **must report immediately to the office or “ISS” as directed by teacher or administrator.** The student will not be readmitted to class until they have negotiated their plan with the classroom teacher or an administrator.

DRESS CODE/BAGS

Recognizing that school is essentially a place of business, and pride in ourselves as individuals is a worthwhile objective, all staff will enforce the following rules of student dress:

- Students will not be allowed to wear hats, or hoods of any kind in school; from the time they enter the building until they exit (with the **only** exception inside the woodshop classroom and for the concessions/recycling course).
- Students will not be allowed to wear clothing that advertises alcohol products, tobacco products, drugs, drinking, smoking, or carries phrases, innuendos, violence, and/or pictures of a sexual nature.

- The clothing shall be clean and appropriate. All clothing must extend past the finger tips at all times. (Only exception will be in physical education classes with teacher permission.)
- Students will not be allowed to wear pajamas, slippers, swimsuits, or any low cut, see-through, strapless tops that could expose areas of the stomach, sides, or breasts. All tank tops must be at least 2 inches wide. (Only exception will be tank tops in physical education classes with teacher permission.)
- Shorts, skirts, spandex, and leggings will be allowed provided they are not see through, too short, and are without holes, tears, or rips.
- Sagging pants and bare midriffs are not allowed.
- Under garments are not to be seen.
- No jewelry should be worn in Physical Education classes.
- No bandannas, flags, capes, etc. may be worn on any part of the body, at any time on school property.
- Students shall wear footwear at all times.
- Students shall leave all coats in their lockers. No coats or jackets will be allowed to be worn during school hours. We suggest keeping a sweatshirt or sweater in the student's locker, which may be worn to class if needed. (Only exception is for courses going outside for class.)
- Dangerous accessories such as chains, spikes, look-a-like/toy weapons are not allowed.
- Due to safety concerns, all bags, backpacks, purses, and other similar packages must be stored in lockers and are not to be brought into classrooms or the media center.

Since disruption of the educational process cannot be tolerated, any student whose dress is deemed inappropriate, by administration, may be sent home to change or sent to ISS for the remainder of the school day. In some school situations, (such as vocational classes, for example), safety is a definite factor in regard to student dress, and the school reserves the right to make regulations for students participating in such situations.

DUE PROCESS RIGHTS

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

Suspension from School

- When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges.
- The student will then be given an opportunity to explain his/her side and the administrator then will provide the student with the evidence supporting the charges.
- After that informal hearing, the principal will make a decision whether or not to suspend.
- If a student is suspended, every attempt will be made to notify his/her parents within one school day, of the reason for and the length of the suspension. A written referral stating the reason and length of the suspension will be mailed home.

The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If school is not session/cancelled for any reason, the day does not count toward a day of suspension served. Students suspended from school will be allowed to make up their work on a weekly basis and if they continue to turn in assigned work. It is the student's responsibility to contact the office, complete a homework request form and make arrangements to pick up/drop off their weekly make-up work. All make-up work must be completed when the student returns to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Suspended students are not to be on any school property or to participate in any school sponsored activities during the term of a suspension. Any student in any restricted area without permission will be subject to disciplinary action or referral.

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

Long-Term Suspension or Expulsion from School

When a student is being considered for long-term suspension or expulsion, the student will receive a formal letter of notification addressed to the student's parents/guardians, which will contain:

- The charge;
- The time and place of the Board and/or Superintendent meeting;

- The length of the recommended suspension or expulsion;
- Statement to request the hearing be conducted in closed session.

Students being considered for long-term suspension or expulsion will be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

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

RESPONSIBLE THINKING PROCESS

The overall planning for management of student and staff interaction is an ongoing responsibility of the school staff. Every effort will be made by the staff to provide a school and classroom environment in which students can learn and teachers can teach. Students who decide that they cannot follow the school or classroom rules may choose to attend In-School Suspension (ISS) using the Responsible Thinking Process (RTP.) Students who have chosen to attend the “ISS” must develop a plan outlining the necessary changes in their behavior and negotiate that plan with the particular classroom teacher or building administrator. Students who are unable to work to change their negative behavior through the RTP process may be suspended or expelled from school.

STUDENT BEHAVIORAL EXPECTATIONS

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

LEVEL I VIOLATIONS

A Level I Violation is considered to be any behavior that disrupts or interferes with the effective functioning of the school or building. In most instances, Level I violations will be addressed using the Responsible Thinking Process. Level I Violations may also be subject to out of school suspension depending on the severity and consistency of the offenses. Level I Violations include, but are not limited to the following infractions:

Violation of Bus Rules: Refer to Transportation Section.

Violation of Classroom Rules: Each learning environment has different expectations for students provided by each teacher. Individual rules are for the safe, orderly operation of the classroom.

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

Hall Sweep (out of class without a pass):

Violation 1: A discipline referral will be issued and the student will be assigned to serve one lunch detention.

Violation 2 or more: Student's name will be recorded, will receive a discipline referral for "Insubordination," and will be issued 5 days of lunch detention in ISS. Repeated infractions would be considered insubordination.

Laser Pointers: Laser pointers are a safety hazard and possession of laser pointers is prohibited.

Loitering: Loitering is when students are in the building or on school grounds without a valid pass and/or not in their regularly scheduled class.

Lunchtime/Cafeteria Behavior: Inappropriate cafeteria behavior may include throwing food or other objects, leaving garbage behind, disregarding requests from lunch monitors/staff, etc.

Obscenity: The act of using language in oral, gesture, or written forms, which are offensive to the general standards of the school.

Public Display of Affection (PDA): Students demonstrating affection between each other is not meant for public display. No physical contact demonstrating affection other than holding hands is allowed.

Trespassing: Trespassing is being present someplace other than where you are authorized to be or refusing to leave when requested.

Truancy (Skipping): The refusal to participate in classroom activity or being out of scheduled classes without permission.

First Offense – One or all may be utilized

1. ISS procedures.
2. Parents will be notified.
3. If applicable- person(s) will be responsible for payment for destruction of property.

Repeated Offenses – One or all may be utilized

1. 1 to 10 days suspension.
2. Mandatory Parent Meeting before return to school.
3. Referral to legal authorities or appropriate agency.

LEVEL II VIOLATIONS

A Level II violation is any behavior that seriously disrupts or interferes with the effective functioning of the school. Any of these violations may include referral to law enforcement. If deemed as a potential felony offense, the act may be subject to a Level III Violation. Level II violations may include:

Alcohol/Drug Possession and/or Use – 1st Violation: Possession and/or under the influence (including reasonable suspicion) of alcohol, drugs, controlled substances, e-cigarettes, paraphernalia with drug residue, inhalants or any substance designed to look like or represent a drug at school or any school sponsored activity.

- 3 - 30 day suspension- possible referral to the superintendent.

- Substance Abuse Screening and Completion of Recommended Course of Action by Screening Agency may be required.
- Parent may be required to schedule appointments beyond the screening and bear the cost of the recommended program.
- Referral to Athletic Director and Legal Authorities.

Cell Phones, Music Devices, Cameras, Audio/Video: Recording devices are prohibited in the classrooms (**only exception is with teacher approval**) and must be turned off and remain out of sight. If a device is found in the classroom, it will be confiscated and turned into the office.

- 1st Violation - Parent contact, 3-day suspension and phone will be returned to the guardian.
- 2nd Violation - Parent contact, 5-day suspension, phone will be returned to the guardian.
- 3rd Violation - Parent contact, 10-day suspension and phone will be returned to the guardian.

Disruptive/Disorderly Behavior: Acts detrimental to the educational process or safety of others including: provoking a fight, physical contact, roughly crowding people unnecessarily, etc.

- 1st Violation - Parent contact, 1 to 3 day suspension.
- 2nd Violation - Parent conference, 3 to 5 day suspension.
- 3rd Violation - Parent conference, min 10-day suspension.

Fighting: Quarreling involving bodily contact with intent to do harm, including any extracurricular activity under school sponsorship.

- 1st Violation - 5 to 30 day suspension with referral to authorities. (Superintendent action required for 11 to 30 day suspension.)
- 2nd Violation - Referral to Superintendent for board action for 60- day suspension and referral to authorities.
- 3rd Violation - Referral to Superintendent for board action for expulsion. Referral to authorities. See assault.

Fireworks, Smoke Bombs, Explosives, Incendiary Devices, Irritants: (such as mace or pepper gas): The act of possessing, selling, using or threatening to use a lighter, matches or any similar device or instrument capable of inflicting bodily injury.

- 1ST Violation - Parent conference, 1 to 3 day suspension.
- 2ND Violation - Parent conference, 5 to 30 day suspension.
- 3RD Violation - Parent conference, referral to superintendent for board action up to expulsion.

Smoking/Tobacco Products: The use or possession of tobacco or products represented as tobacco (vapes/look-a-likes) in any form on school property or at school functions is prohibited. State law #MCO 750.473 prohibits the use or possession of tobacco products on school property. Violators of this law will be referred to the proper authorities.

- 1ST Violation - 3 day Suspension and referral to legal authorities.
- 2ND Violation - 5 day Suspension and referral to legal authorities.
- 3rd Violation- Minimum 10 day suspension and/or referral to Superintendent/Board of Education, and referral to authorities.

**The following Level II Offenses will be subject to:
One or all may be utilized**

- 1 to 10 days out of school suspension (may be required to return to school through Earn All Process).
- Mandatory Parent Meeting before return to school.
- Referral to legal authorities or appropriate agency.

Repeated Offenses – May result in referral to the superintendent and the Board of Education for persistent disobedience.

Aiding or Abetting Violation of School Rules: If a student assists another student in violating any school rules or crime of any nature, they are as guilty as the person that directly violates the school rules or commits a crime and he/she will be disciplined. MCL 767.39.

Automobile Misuse: Inappropriate use of a vehicle on school property; includes parking, speeding, and unsafe driving; students driving, riding in, or entering the parking lot or a vehicle during any part of the school day without administrative authorization.

Breaking and Entering: Unlawful or forced entry of school or property.

Forgery/Cheating/Plagiarism: The act of fraudulently using the name of another person, copying homework, plagiarizing a paper, or falsifying dates, grades, addresses, or other data will result in a failing grade or zero percent for assignment.

Harassment: The unreasonable action by word or conduct that interferes with school performance or creates an intimidating, hostile or offensive environment, and intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury.

- **Initiation/Hazing:** “Any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to the student organization that causes or is likely to cause a pupil bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm.”
- **Bullying/Extortion:** The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.
- **Harassment (Racial/Ethnic):** Racially offensive speech or conduct that is inappropriate in an educational environment. Racial harassment can include, but is not limited to, racial and ethnic slurs, verbal or physical conduct directed towards a potential racial or ethnic group, and spoken or written communications that are derogatory in nature.
- **Harassment (Sexual/Gender):** Sexually offensive speech or conduct that is inappropriate in school. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and verbal/physical conduct of a sexual nature.

Insubordination: The act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; deliberate and open defiance of school personnel; failing to complete an assigned disciplinary action; excessive tardies.

Pornography, Profanity, Vulgarity, Sexting: Indecent exposure, sexually explicit verbal material or performance, public lewdness, mooning, pornographic material. Displaying abusive, profane, or vulgar words, gestures, pictures or sounds, which are offensive to the general standards of the school and/or community. MCL.722.675.

Stealing: Taking money or personal or public property that belongs to another person(s) or the school. Obtaining property through unauthorized entry into lockers, desks, or other areas.

Vandalism: The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction.

LEVEL III VIOLATIONS

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

A Level III violation is a violation that seriously jeopardizes the safety of Farwell High School Students. A Level III violation will be subject to referral to the Board of Education for Long-term Suspension or Expulsion. Level III violations include, but are not limited to the following:

Alcohol/Drug Possession and/or Use – 2nd Violation: Possession and/or under the influence of alcohol, drugs, controlled substances, paraphernalia with drug residue, inhalants, or any substance designed to look like or represent such a drug at school or any school-sponsored activity.

Alcohol/Drug Sale or Delivery – 1st Violation: Selling, offering for sale, or distributing alcohol, drugs or other items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent/ guardians, will be suspended

immediately following a due-process hearing pursuant to applicable School Board Policies.

Arson: The willful and malicious burning, or attempt to burn, any building or part of any property of the school district.

Assault (Physical): The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310).

Assault (Sexual): A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school-sponsored event the school board or its designed shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311(2). “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

Assault (Verbal Against a District Employee): Verbal assault is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of bodily harm or injury.

Bomb Threat/False Alarms/Fire Extinguisher Misuse: The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe through verbal, written, technological, or any other means; misuse of fire extinguisher.

Persistent Disobedience: Recurring insubordination; deliberate and open defiance of school personnel; failing to complete an assigned disciplinary action.

Sexting: Sending or possessing risqué photos of yourself or someone else using an electronic media. This includes, but is not limited to cell phones, any personal electronic device (PED’s,) cameras, videos, etc. MCL.750.145C3, MCL750.145c(4), and/or MCL750.145C4-A.

Weapons: The act of possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three 3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm including but not limited to, air guns and explosive devices.” Weapons shall include, but are not limited to: firearms; pellet guns, knives; metal knuckles; straight razors; club type implements; explosives; noxious, irritating, or poisonous gases; and drugs or other items fashioned with the intent to harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to: padlocks, pens, pencils, scissors, chairs, jewelry, and other items. Possession of a weapon will subject a student to permanent exclusion and will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

Level Three Violations will be subject to the following:

- Referral to the Superintendent/Board of Education for Long-Term Suspension of up to 180 days or Permanent Expulsion.
- Referral to Legal Authorities.

TECHNOLOGY

Acceptable Use of Technology Policy:

Internet access is available to all students, faculty, and staff in Farwell Area Schools. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Anyone connected to this Internet system has the ability to:

- Send and receive electronic messages to and from individuals all across the globe.
- Gather information and news from a variety of sources on variety of topics as well as the opportunity to correspond with the people who staff these agencies and provide data for these facilities.
- Download a variety of graphics (such as weather maps or astronomical images), sounds, or other data.
- Participate in discussion groups on an incredible number and variety of topics.
- Search many libraries and databases.
- Access resources through the worldwide web.

The Merit Network staff and Farwell Area Schools make every effort to comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA). Farwell Area Schools has implemented filtering and blocking technology for all computers with Internet access in Farwell Area Schools. This filter is now in place at the school district level and is meant to block/filter the following: depictions of obscenity, child pornography and material harmful to minors. Some industrious, curious, or determined individual may discover some controversial materials on his or her own. At Merit Network and Farwell Area Schools we regret this possibility, but firmly believe that it is not possible to control access to this material without negating the value of connecting to the Internet in the first place. It is therefore expected that each individual will accept responsibility for his or her actions on the Internet.

In addition, the smooth operation of the network relies upon the proper conduct of all its users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a Merit Network and Farwell Area Schools Computer Network user violates any of these

provisions, his or her account is subject to immediate termination and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read this Acceptable Use Policy carefully and understand(s) their significance.

Terms and Conditions

Users of Merit Network and Farwell Area Schools Computer Network agree to the Terms and Conditions set forth in this document. Moreover, users agree that access to **Merit Network and Farwell Computer Network is a privilege rather than a right** and that they will abide by the decisions and instructions of the Merit Network and Farwell system administrators with regard to usage of the system. Many of these Terms and Conditions are specific, non-exclusive examples of miss-use of the system. Generally, users agree to engage in activities, which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

Appropriate Use

The use of Merit Network and Farwell Computer Network must be in support of education and research and be consistent with the educational objective of the user's local school district. Merit Network is a curriculum tool, designed to meet the local school district's educational needs. Any activity, which fosters that purpose, is encouraged. Any activity, which doesn't, is discouraged or in some cases, prohibited. The use of any other organization's network and/or computing resources through Merit Network and Farwell Computer Network must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Use of the system for games is prohibited unless specifically authorized by a teacher. Users are expected to maintain their electronic mailboxes and work areas regularly and to keep their data within the limits imposed by the Merit Network and Farwell computer system administrators. Be thoughtful in your use of the various public topics on this system: keep the subject of your message within the guidelines for the area.

Network Etiquette

You are expected to abide by the generally accepted rules of computer network etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language.
- All communications deemed illegal by any federal, state or local ordinances are strictly forbidden. Discussions deemed illegal would be turned over to the appropriate authorities.
- Do not contact organizations of questionable intent or provide address of students or staff to such organizations.
- Chat room use is not allowed.
- Do not reveal the personal address and/or phone number of any user(s). Must have parental permission to publish your own personal address and/or phone number.
- **Your electronic mail is not private.** People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities will be reported to authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users (i.e. Peer to peer sharing, downloading music files, videos or games, etc.)
- Do not download any programs without direct teacher approval.

Copyrighted Material

Copyrighted material may not be placed on any system connected to Merit Network and Farwell Network without the permission of the copyright holder. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.

Security and Behavior

Security on any networked computer system is critical, especially when the system involves a variety of users. If you can identify a security problem, notify the Merit Network or Farwell Computer Network system administrators immediately. Do not demonstrate the problem to any users except as directed by the Merit Network or Farwell Computer Network system administrators. Do not attempt to gain security codes, passwords, or other private information regarding another user or system. **Do not share your security**

codes or passwords with anyone. Moreover, you shall not use another individual's account, nor shall you allow another person to use your account. Your Merit Network and Farwell Schools computer network account is for your personal use only; it is not a shared account for your family or organization. You are completely responsible for the actions taken with your Merit Network and Farwell computer network account, whether by you or someone else. Therefore, keep your password a secret and change it often – especially if you think someone may know it. You are not to misrepresent yourself on the system in any way. Any action by any user that is deemed by the Merit Network and Farwell Computer Network system administrators to be a threat to the integrity of system will result in the loss of all privileges.

Vandalism

Vandalism will result in the cancellation of all system privileges. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission or computer viruses.

Warranty

While Merit Network and Farwell Computer Network makes every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing. Merit Network and Farwell Computer Network will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any of the information obtained via the Internet or Merit Network and Farwell Computer Network is at the user's own risk. Merit Network and Farwell Computer Network specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless Merit Network and Farwell Area Schools Computer Network and its sponsors, including but not limited to their individual board members, agents, or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Merit Network and

Farwell Computer Network hardware, software, and/or network facilities under this agreement.

Termination of account

A user may terminate their account on Merit Network and Farwell Computer Network by contacting administration. The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to and use of Merit Network and Farwell Computer Network upon any breach of the Acceptable Use Policy by the user.

Enforcement provisions

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity on Merit Network and Farwell Computer Network to inspect any files, including electronic mail, stored on the system. All activity is monitored.

Discipline

Violations of this Acceptable Use Policy will be turned over to Farwell Area School District administrators for disciplinary action. The Building Administrators will determine the status of the user's Merit Network and Farwell Computer Network account. Violations of Computer Acceptable Use Policy are as follows:

- **1st Offense**- Discipline referral and loss of computer/internet privileges for 2 weeks.
- **2nd Offense**- Discipline referral and loss of computer/internet privileges for 6 weeks.
- **3rd Offense** - Loss of computer/internet privileges for remainder of the trimester or a minimum of 30 school days.

Note: All offenses are cumulative throughout a student's high school career.

ATHLETICS

FARWELL EAGLES CODE OF CONDUCT

Farwell High School Athletics is an extension of and complimentary to the total educational program. Participation in the Farwell Area Schools Athletic Program is an honor and a privilege. If a student wishes to participate in athletics, he/she must be worthy of the honor and deserving of the privilege.

Athletes at Farwell High School are students first. Student-athletes are expected to display a high level of commitment to academics and athletics. As recognized representatives of their school, student-athletes are expected to exhibit appropriate behavior in the classroom, on the playing field, and in the community. In order to assure that our student-athletes maintain a high level of moral character and responsibility, school administration and coaches will enforce this athletic code of conduct. Furthermore, student-athletes are required to adhere to these standards during the season and out of season, in uniform and out of uniform, on campus and off campus.

Rule enforcement will be consistent and immediate. School officials are not expected to police off campus, non-school activities unless the violation is brought to public attention through the authorities, is sufficiently severe to bring discredit to our program, and is proven.

The Athlete's Pledge

Individual and team success in sports results from commitment. The extent to which young athletes are able to make such commitments reflects their maturity as well as their dedication to family, friends, school, and team. Eagle athletes and coaches will be held to high expectations at all times. For these reasons, we ask you to read and agree to the following pledge:

As an Eagle Athlete, I promise:

1. To be a worthy representative of my teammates and coaches, abiding by school and community expectations and reflecting my team's values of commitment and hard work.
2. To attend EVERY practice unless excused by my coach.
3. To understand that my future as a responsible citizen relates more to my academic activities than my athletic activities.
4. To accept the responsibilities of team membership: support of teammates, mutual respect, shared responsibility, positive interaction. Remember, "Team First, Me Second".
5. To represent my school in a way that will make my coach, my teammates, my parents, and the community proud of me.

ACADEMICS

Each student-athlete must be familiar with the academic eligibility standards set forth by Farwell Area Schools. The standards of academic eligibility for Farwell Area Schools include:

- Trimester/Semester Eligibility: Any student not passing (4/5 high school courses, 5/6 middle school, or 75% blend of courses) at the conclusion of the trimester will be ineligible to participate in athletics for the next trimester. Student's not meeting academic eligibility requirements will be informed of their suspension in writing.
- Weekly Eligibility: Throughout each trimester, eligibility checks will be done at the end of each week and communicated to the students. If a student is not passing (4/5 high school, 5/6 middle school, or 75% of blended) classes at the weekly checkpoint, that student will sit out the following week. At the conclusion of their week of ineligibility, the student will give the athletic director a grade report sheet filled out by all of the student's teachers. If eligibility has been met, than the student will be eligible to participate in athletics again. If eligibility is not met, the process is repeated. If a student is academically ineligible for three consecutive weeks, they will forfeit eligibility for the remainder of the season they are currently participating in. Students will be informed in writing of weekly ineligibility.

Athletes will be expected to attend practice daily. Athletes who are ineligible during a weekly period must still attend all contests in appropriate clothing, designated by the coach, with the exception of contests that call for an early dismissal from school. Parents are encouraged to check the progress of their student's grades at the following web address: <http://www.farwellschools.net/>

ATTENDANCE

Student-athletes with attendance issues as deemed by administration will face disciplinary consequences which could include jeopardizing their opportunity to participate. Team members are expected to be present at all practices, team meetings, contests, and special occasions, unless excused by the head coach. In addition to school attendance and truancy policies, specific team rules for the school day may also be enforced.

A student athlete who has received an out of school suspension by a school administrator is not to be on any school property or participate in any school sponsored activities during the term of the suspension. Therefore, student-athletes will no longer be allowed to attend practices during the time of their suspension.

CARE OF SCHOOL EQUIPMENT

Each athlete and parent will assume the responsibility for caring for all equipment and supplies issued to the athlete by the coach or the coach's representative and for returning all such supplies and equipment to the coach or other designated personnel at the conclusion of each season. Parents and athletes will be charged the replacement value for any lost or damaged equipment. The uniform issued by the school is to be used for school sponsored athletic contests only. No part of the uniform should be used as personal garment. Selected items, as designated by the coach, may be worn on game days for spirit purposes. Athletes who wear the uniform inappropriately will be subject to disciplinary action at the discretion of the coach and/or Athletic Director.

COMMUNICATION

If an athlete or parent has a complaint or question regarding an athletic situation, we urge the individual to speak first to their coach regarding the concern. If there is not a satisfactory resolution with the coach of the team following the initial conversation, we ask that you move through the following line of communication:

- Talk with the Varsity Head Coach of his/her sport
- Talk to the Athletic Director
- Talk to the Principal
- Talk to the Superintendent
-

Communication should not occur during a competition, practice, or immediately following a competition. This type of communication should be done after 24 hours. Certain situations require a conference. These are to be encouraged. Conferences will consist of the athlete, the parent, the coach, the head varsity coach of the sport, and the Athletic Director. When a conference is necessary, the following procedure should be followed to help promote a healthy resolution to the problem:

- Call the Athletic Director to set up an appointment. The Athletic Director will make the necessary arrangements and notify all parties involved in the conference.
- Do not confront a coach before/after a game or within 24 hours of the situation. Meetings of this nature do not promote resolution.

DRESS CODE

All student-athletes are expected to wear appropriate dress attire and to project a favorable image of our school on game days and award ceremonies. Coaches will set specific dress code standards for their respective teams.

DUE PROCESS AND APPEALS

Any athlete who believes that he or she has been unjustly disciplined may appeal the decision to the Athletic Council. The athletic council will consist of at least three head coaches, the athletic director and the principal. Guidelines and timelines in the appeal process are as follows:

- All appeals are to be made in writing within three school days of receiving notification of the suspension.
- All appeals must clearly state the intention of the appeal.
- An appeal hearing with the Athletic Council will be scheduled within ten school days from of receipt of the written request.
- The Athletic Council will review the evidence of the charges and will either uphold, overrule or amend the decision.
- Records of the meeting shall be made part of public record and shall be maintained by the athletic director.
- Decisions on the appeal will be communicated in writing within ten school days of the hearing.

The athlete will not be allowed to participate in athletics during the appeal process. The athlete may appeal the Athletic Council's decision in writing to the superintendent of schools within three days of written notice from the decision. The superintendent shall review the matter, make a decision, and provide written notice to the athlete and parents/guardians within seven days.

The athlete may further appeal to the Farwell Area Schools Board of Education within three days of written notice of the superintendent's decision. The Board shall review and decide the matter at its next

regularly scheduled board meeting, or sooner at the discretion of the Board. The Board's meeting shall be conducted in accordance with applicable law and the Board's decision shall be final.

Exception

In exceptional circumstances, the superintendent, principal, and athletic director are authorized to deny any student the right to participate in athletics for whatever duration of time deemed proper. This provision may be invoked when the totality of a student-athlete's unacceptable behavior, either during school hours, during the school year, or anytime the child is of school age, could be considered as a negative influence as a role model for other students. This amendment to the Farwell High School athletic code will only be used in extreme unusual circumstances and circumstances where the present policy does not cover a situation and where justice and fairness for all concerned mandate that certain actions be taken.

INCLEMENT WEATHER POLICY

At the high school level, in the event of school being cancelled for hazardous weather all contests will be cancelled. In the event of inclement weather, details will be available on the school messenger.

LETTERS AND AWARDS

Setting criteria for earning a varsity letter and other varsity honors will be the responsibility of the varsity head coach with the approval of the Athletic Director. Varsity athletes will receive one chenille letter for their high school career. They will also receive a metal insert and a certificate each time they meet the criteria for a varsity letter. All freshmen and J.V. athletes will receive their certificates. The individual coach, with the approval of the Athletic Director, will determine the criteria for winning an athletic award.

MEDICAL CLEARANCE

All student-athletes are expected to pass a physical and have it on file in the athletic office prior to participation in any phase of the athletic program (i.e. tryouts, practices, off-season conditioning program). If an athlete is seriously injured, he/she must have a doctor's release on file in the athletic office before they can resume practice and competition.

RULES RELATED TO DRUGS, ALCOHOL AND MISCONDUCT

Farwell Area Schools recognizes that the use of mood altering chemicals is a significant health risk for adolescents resulting in negative effects on behavior, academic performance, and the total development of the student. The use of alcohol and other drugs will affect participation in extracurricular activities.

During the school year, season of practice or play, and during the summer, an athlete will not

1. Use/Possess tobacco in any form
2. Use/Possess alcohol products in any form
3. Use/Possess Marijuana in any form
4. Use/Possess drug paraphernalia in any form
5. Use/Possess steroids in any form
6. Use/Possess any substance defined as a drug or look-a-like drug
7. Engage in acts of misconduct; which may include, but is not limited to personal misconduct, unexcused absence for practice or meetings, unsportsmanlike conduct, grades, civil infractions, conduct detrimental to the team
8. Violate the Farwell High School student handbook in any way

For a violation of **rule 1** in the previous section, the following outcomes will arise:

- First offense: Student-athlete is dismissed from the current season they are participating in and if it is not equal or more than 25% of the scheduled number of contests of that athletic season they will serve 25% suspension of the next athletic season they participate in. The athlete cannot participate in any practices/events for the season they are dismissed from; however, as for the season they may be suspended from, the athlete will be required to participate in all practices (unless additional administrative disciplinary action restricts this) and will only attend home games and games in which early dismissal from school is not necessary.
- Second offense: Student-athlete is suspended from athletics for 180 school calendar days from the time of the incident. Student-athlete will undergo a dependency evaluation by a professional agency at his or her own expense before being able to resume participation in athletics.

- Third offense: Student-athlete will lose the privilege to participate in Farwell Athletics for the remainder of their high school career.

For a violation of **rules 2-6** in the previous section, the following outcomes will arise:

- First offense: Student-athlete is dismissed from the current season they are participating in and if it is not equal or more than 50% of the scheduled number of contests of that athletic season they will serve 50% suspension of the next athletic season they participate in. The athlete cannot participate in any practices/events for the season they are dismissed from; however, as for the season they may be suspended from, the athlete will be required to participate in all practices (unless additional administrative disciplinary action restricts this) and will only attend home games and games in which early dismissal from school is not necessary.
- Second offense: Student-athlete will be suspended from participation in athletics for 180 school calendar days from the time of the incident. Student-athlete will also be expected to participate in a dependency evaluation by a professional agency before resuming participation in athletics.
- Third offense: Student-athlete will lose the privilege to compete in athletics for the remainder of their high school career.

For a violation of **rules 7-8** in the previous section, the following outcomes are possible:

- First offense: Student-athlete will be suspended from participation in athletics or dismissed from the sport they are currently participating in depending on the severity of the incident. Length of time will be determined by severity of incident and the student handbook guidelines.
- Second offense: Student-athlete will lose athletic privileges for 180 school calendar days from the time of the incident.
- Third offense: Student-athlete will lose athletic privileges for the remainder of his/her high school career.

SAME SEASON/TWO SPORT POLICY

Athletes at Farwell High School are allowed to participate in more than one sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work

together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

- Before allowed to participate in two sports during a season, the athlete, his/her parents/guardian, AD, and the two coaches involved must meet and sign the acknowledgement form.
- The athlete will declare a primary sport (preference should be a team sport) and a secondary sport.
- A contest will always take precedence over practice.
- A league contest will always take precedence over a non-league.
- If league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
- MHSAA tournament events will take precedence over non-league or league events. In the event that two MHSAA tournaments are held on the same day, the primary sport will take precedence.
- If non-league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
- Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
- On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
- Student/athletes must maintain weekly eligibility.
- All other eligibility rules will remain the same.
- An athlete must begin practicing in each of the two sports at the beginning of each sport's season.

SUSPENSIONS

The Athletic Director, school administration, or coach of the sport has the right to invoke suspensions from play. For civil infractions, misdemeanors or felonies other than minor traffic violations whether or not they occur on school property, in school vehicles, or at school sponsored events, student-athletes will be subject to disciplinary action. A conviction is not necessary to invoke suspension, only reliable information. Reliable information includes school personnel, law enforcement, and court information. The Athletic Director or school administration may enforce more severe penalties

at his/her discretion.

Special Note Regarding Athletic Suspensions

All athletic suspensions are rounded up. (i.e. if an athlete is suspended for 25% of the scheduled number of contests and there are 9 contests still scheduled, the athlete would miss 3 games.) All suspensions begin immediately after the infraction occurs and must be served in consecutive games. All athletic suspensions will carry over into the next season if necessary. The student-athlete must complete the entire sport in good standing (including but not limited to injuries and discipline) in order to receive credit for the suspension. Any athlete receiving 25% suspensions or longer will not be eligible to receive recognition for the season of competition. Notification of athletic suspension will be sent in writing to the student-athlete and his/her parents and/or guardians within three days of the suspension.

TEAM RULES

Coaches of each sport may establish team rules and guidelines that are clearly communicate to the student-athlete and the parent at the start of the season. No athlete will be allowed to participate without a signed rule-sheet, if provided.

TEAM SELECTION

Philosophy - It is our intent to have as many students as possible participate in our athletic programs. Because of this, we encourage our coaches to keep as many athletes as possible on a team, without compromising the integrity of their sport. Coaches are expected to maximize opportunities for all student-athletes during their tryouts, without diluting the quality of the program.

TRANSFER SPORT OR QUIT

Athletes who are cut from a team may attempt to participate in another sport if they have the approval of the coach of the sport they are attempting to join. **Athletes may not join another sport after they have already made the team in another sport.**

If a coach believes it will benefit an athlete to participate during the regular season on a team at a different level, the coach must receive written permission and approval from the following people:

- Varsity coach of the sport involved
- Athletic Director

- Guardian of athlete
- Athlete

Students who are dropped from a sport for disciplinary reasons will not be eligible to participate in another sport that season. Students that choose not to participate or complete a full season in a given sport will not be eligible to participate for 25% of the next season in which they choose to participate and successfully make the team; this includes and is not limited to personal reason and health/injury issues. If the athlete/parent believes there are extenuating circumstances, such as an injury, that lead to them “quitting” a team, then they need to request a meeting in writing to determine if the 25% suspension will be enforced. The meeting will consist of the following individuals and take place prior to the start of practice for the next sport: Athletic Director, coach of sport that athlete “quit”, coach of the sport that athlete wishes to participate in next, parents, and the athlete.

TRANSPORTATION FOR ATHLETIC CONTESTS

In order to formulate a team concept, the student-athlete is expected to ride to and from the contest in the school provided transportation if provided. The Athletic Director/Coach/Administrators must approve all other exceptions in writing. All student-athletes are to conduct themselves as respectable representatives of Farwell High School on athletic trips. Failure to do so will result in disciplinary action, which includes (but is not limited to) suspension or removal from the athletic team in which he or she is participating.

SPORTSMANSHIP: NO ALTERNATE ROUTES

Spectators not exhibiting proper behaviors will be warned once. If that spectator continues to exhibit improper behaviors, he/she will be asked to leave (escorted – if necessary) and possibly will not be allowed to attend athletic events for the remainder of the season. The administrative staff would like to ask that students please sit in designated student sections at home and away games. This will help other spectators to see the game and it will allow the students to stand and cheer appropriately for their team. We also ask that if standing during the game, that no one stands below the first row of bleachers. Your cooperation is appreciated.

TRANSPORTATION

Bus Transportation - Transportation schedules and routes are available by contacting the Transportation Supervisor at 588-9111.

Mission Statement - It is our aim to safely transport students to and from school each day. Every possible precaution will be taken to ensure safety at all times. Riding a bus to school is a special privilege provided by the Farwell Area School District. Buses are an extension of school property and all school rules apply. All Rules of Student Conduct stated in the Student Handbooks of Farwell Area Schools apply to student behavior on school transportation. Students who are suspended are not allowed to ride school transportation during the time of suspension from school.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal and the transportation supervisor. (The building principal and the transportation supervisor may approve a change in a student's regular assigned bus stop with a note from a parent stating the reason for the request and the date of the request.)

BUS CONDUCT

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

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

- Be on time at designated bus stop.
- Stay off the road at all times.
- Line up single file off the roadway to enter the bus.
- Wait until the bus is completely stopped before moving forward.
- Do not cross in front of the bus until the driver signals it is safe.
- Be considerate of each other (hands off/ feet off).
- Obey the bus driver's instructions at all times.
- Report any damage/vandalism to the driver immediately.
- No animals or glass containers are allowed on the bus.

It is the parents' responsibility to inform the bus driver or bus garage when absence is expected from school. If no one boards the bus at a

designated stop for two days, the bus garage must be contacted before service will resume. Phone: 989-588-9111.

During the trip and leaving the bus:

- Remain seated while school transportation is in motion.
- Keep head, hands, arms and legs inside the school vehicle.
- Not litter in the school vehicle or throw anything from the vehicle.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to other riders.
- Not tamper with the school vehicle or any of its equipment.
- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop without proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior.

VIOLATIONS AND CONSEQUENCES

A student who misbehaves on the bus has consequences as listed:

1st Violation: The Director of Transportation will meet with the student and the bus driver to discuss the problem, appropriate behavior, and the consequences to be administered. The bus driver will make contact with the parent and the Bus Conduct Form will be sent home with the student.

2nd Violation: Two days off all bus routes in the morning and evening and a conference with parent, student, the driver, and transportation director may be necessary. Assigned seat may be issued to the student.

3rd Violation: Two weeks off all bus routes in the morning and evening and a mandatory meeting required before bus privileges are reinstated.

4th Violation: Off all bus routes in the morning and the evening the rest of the trimester or a minimum of thirty school days. Mandatory parent meeting required before privileges are reinstated.

Please sign below and return page to School Secretary

Student's Name _____ Grade _____

ASSURANCE OF PARENT NOTIFICATION

Because parent involvement is crucial to a successful educational experience, the Farwell Area School District has gone to the expense of providing each high school student with a copy of this handbook. Students are **required** to take the handbook home for their parent/guardian to fully examine. Discuss the handbook with your student and contact the school if you have any questions or concerns. Students are required to return this form signed and dated by the student and parent within 3 school days of receiving a copy of the student handbook. If students fail to return this form to the high school office, students may be assigned disciplinary consequences.

I have read the Computer **Acceptable Use Policy**. I understand that this access is designed for educational purposes and that it is impossible for Farwell Area Schools to completely restrict access to all controversial materials. I will not hold them responsible for such materials accessed on the network. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I give permission to issue an account for my child.

By signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or Students provided in the handbook.

I have been given the opportunity to review the contents and policies of the Student Handbook with my child and provided the opportunity to communicate any questions or concerns.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Please circle one.

I **agree / disagree** to let my student's picture be posted; including the web site, school newspaper, school posters, bulletins, etc.