

**PINCONNING AREA
MIDDLE/HIGH SCHOOL**



**STUDENT
HANDBOOK
2023-2024**

The purpose of this handbook is to inform parents and students of Pinconning Middle School and High School rules and guidelines. This handbook should be used as a reference for general questions, if your questions are not addressed by this handbook, please follow this step by step process.

1. Refer to Board of Education policy at www.neola.com/pinconning-mi
2. Contact the PHS secretary. Mrs. Lydia McQuarter
3. Contact PHS Building Principal, Mr. Kyle Woodruff
4. High School Assistant Principal, Ken Huber
5. Middle School Assistant Principal, Tiffany Jamie
6. Contact Superintendent, Andy Kowalczyk

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America
And to the Republic for which it stands, one nation, under God, indivisible,
With liberty and justice for all.

MISSION STATEMENT

The goal of Pinconning Area Schools is to provide students with the knowledge, skills,
and confidence to be successful.

VISION STATEMENT

We envision students, parents, staff and community members working together to
establish a dynamic learning environment for the achievement of all students.

SCHOOL SONG

We are from Pinny High,

We have the rep of being jolly, brave and full of pep,
And for old Pinny High we cheer, we cheer.
And for old Pinny High we cheer, we cheer, we cheer.
All the work to us seems just like play.
And everyone improves from day to day.
We like to be her best of all, spring or fall at Pinny High!
Rah! Rah! Rah!

Our National Anthem:

The Star Spangled Banner

Oh, Say, Can you see By the Dawn's Early Light,
What So Proudly We Hailed at the Twilight's Last Gleaming.
Whose Broad Stripes and Bright Stars, Through the Perilous Fight,
O'er The Ramparts We Watched Were So Gallantly Streaming.
And The Rockets' Red Glare, the Bombs Bursting In Air, Gave Proof through the Night
That Our Flags Were Still There.
Oh, Say, Does That Star Spangled Yet Wave o'er the Land of the Free
And The Home of the Brave.

PINCONNING AREA SCHOOL DISTRICT

605 West Fifth Street • Pinconning, Michigan 48650 • Phone: 989.308.0500

Fax: 989.879.4705 • www.pasd.org

August 2023

Andy Kowalczyk
Superintendent of Schools

Dear Parent/Guardian:

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school.

Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. **If you do not feel your insurance is adequate because of a high deductible or coinsurance clause, or if you do not have insurance, we encourage you to review the student insurance program.** This plan will provide benefits for medical expenses incurred because of an accident.

For the 2023-24 School year, the School is providing information for the Voluntary Accident Insurance program underwritten by Guarantee Trust Life Insurance Company, and administered by 1st Agency out of Kalamazoo. The Pinconning Area Schools do not endorse this or any other insurance product and do not guarantee coverage. This letter is written only to inform you of the existence of this insurance.

Accident Insurance Protection helps provide:

For the Student: Sound coverage with a selection of plan options

For the Parent: Financial security to help in times of increasing medical costs or no health insurance.

Additional help for deductible and copays in your current health plan.

Many health plans have increased the amount of out-of-pocket expenses. This plan will provide benefits for medical expenses incurred because of an accident. If you have other insurance, benefits can be applied to your deductible or co-pays. If you have no other insurance, this will become your primary accident plan.

If you are interested in learning more about this insurance or purchasing coverage, visit the 1stAgency.com website and go to Programs Preschool/K12 Voluntary Accident Coverage and search for your State and School District and click on Purchase Coverage to select the best coverage option for your situation.

If you do not wish to purchase additional voluntary accident coverage and have adequate insurance of your own to protect your child in case of an accident, please sign the waiver below and return it to school.

All questions regarding the coverage should be directed to 1st Agency, Inc., Kalamazoo, Michigan at 269-381-6630 or email 1stagency@1stagency.com. Sincerely,

Andy Kowalczyk
Superintendent of Schools

The program is underwritten by Security Life Insurance Company of America located in Minnetonka, Minnesota and administered by Student Assurance Services, Inc. of Stillwater, Minnesota.



FIRST AGENCY, INC.

5071 West H Avenue • Kalamazoo, MI 49009-8501 • Phone: (269) 381-6630 • Fax (269) 492-0084

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As you know, the PDF of the brochure/enrollment form is currently available online at www.1stAgency.com, where parents and students can either print the PDF and enroll through the mail with a check or money order OR enroll online with a credit card.

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For the Parent: Financial security to help in times of increasing medical costs or no health insurance.

Additional help for deductible and copays in your current health plan. Many health plans have increased the amount of out-of-pocket expenses

How to Find the Brochure PDF and/or enroll online:

Go to our home page at www.1stAgency.com

From there, go to “Find Your School”; select the state; hit “Go”

From there, you can download & print the brochure/enrollment form PDF and enroll via the mail OR enroll online with a credit card.

UNDERSTANDING CONCUSSION

• Headache	•Balance Problems	•Confusion
• Pressure on your head	•Sensitive to Noise	•Slow reaction time
•Nausea/Vomiting	•Poor concentration	•Sensitivity to light
•Dizziness	•Not feeling “right”	•Lost consciousness
•Grogginess	•Double Vision	•Sleeping problems
•Some common cold symptoms	•Haziness	•Feeling down

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion 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. A concussion can happen 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:

- ❖ **SEEK MEDICAL ATTENTION RIGHT AWAY – DON’T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. 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. Ignoring symptoms and trying to “tough it out” often makes it worse.
- ❖ **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 healthcare 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. It is better to miss one game than the whole season.
- ❖ **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.

SIGNS OBSERVED BY PARENTS:

- | | |
|-------------------------------|--|
| •Appears dazed or stunned | •Answers questions slowly |
| •Can't recall events prior to | •Confused about assignment after hit or fall |
| •Forgets an instruction | •Loses Consciousness (even just briefly) |
| •Moves clumsily | •Shows mood, behavior, or personality change |

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Repeated vomiting or nausea
- Becomes increasingly con-
- Is drowsy or cannot be
- Slurred speech fused, restless or agitated awakened
- Convulsions or seizures
- Has unusual behavior
- A headache that gets worse
- Cannot recognize people/
- Loses consciousness (even
- Weakness, numbness, or places a brief loss of consciousness decreased coordination should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Concussion Educ. Materials & Acknowledge Form (May 2016)

This portion below may be substituted for the signatures on the MHSAA Physical Form

CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and 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 the Concussion Fact Sheet for Students provided by

Sponsoring Organization

Participant Name Printed

Participant Name Signature

Date

Parent or Guardian Name Printed

Parent or Guardian Name Signature

Date

Return this signed form to the participant's MHSAA member school. The school should keep this document on file for five years following the student's high school graduation. Participants and parents please review and keep the educational materials available for use.

ACCEPTABLE USE POLICY FOR ON-LINE MEDIA USAGE STATEMENT OF GOALS AND OBJECTIVES

Internet access is available to all students and staff in the Pinconning Area School District (PASD). Our goal in providing this vast, diverse, and unique resource to both students and staff is to promote educational excellence by facilitating resource sharing, innovation and communication. Moreover, electronic information research skills are now fundamental to the preparation of informed citizens and future employees. This policy attempts to strike a balance among the educational resources of the Internet, the potentially illegal and offensive elements of the Internet, and the First and Fourth Amendment rights of students using the Internet.

Access to the Internet allows students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people throughout the world. Unfortunately, some of the Internet sites may contain information that is illegal, defamatory, inaccurate, abusive, sexually-oriented or otherwise offensive to some people. In addition, certain goods and services can be purchased through the Internet for which a student's parent or guardian would be liable. The PASD expects the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use, so as to minimize non-educational uses of the Internet. This will be accomplished by pointing students to those Internet sites that have been evaluated prior to student use. While students will be able to move beyond these sites to those which have not been previewed by the staff, the students will have been provided with guidelines and lists of resources suited to the PASD educational mission, goals and objectives. This and enforcement of the attached "Rules of On-Line Network Etiquette" and "List of Prohibited Uses", will minimize inappropriate uses.

The smooth operation of the Internet relies upon the proper conduct of all end users that must adhere to certain guidelines to ensure efficient, ethical and legal utilization of the network resources. PASD "Acceptable Use" policy incorporates these guidelines, and sets forth certain behavior which will result in the loss of use of network access privileges and possibly other disciplinary action at the building level. Law enforcement agencies may be involved when criminal conduct is suspected.

To remain eligible as users, students' use must be in support of and consistent with the educational objectives of PASD. Use of the Internet is a privilege and not a right. Students utilizing Internet access through PASD must have the permission of the PASD and be supervised by its professional staff. While on-line, students are to exhibit the behavior that is expected of them in the classroom or other area of the school. Even though the district has filters in place to limit questionable content, the responsibility

remains with the student to follow the guidelines in this document. Additionally, the PASD also provides parents and guardians with the option of requesting for their minor children activities not requiring Internet use.

Users of school-based computers should not expect that files stored on school-based computers will be private. Electronic messages and files will be treated like school lockers – administrators and faculty retain the right to review messages and files to maintain system integrity and to ensure that users are acting responsibly and abiding by this policy. Officials will also review messages and files when required to by law or to investigate complaints.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes. The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District. It shall be the responsibility of all members of Pinconning Area Schools’ staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

DISCLAIMER CONCERNING USE OF ON-LINE SERVICES

The PASD, its employees and agents, make no warranties of any kind, whether express or implied, concerning the on-line access it is providing. Furthermore, the PASD will not be responsible for:

1. Any damage suffered by a User, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses";
2. The accuracy, nature, or quality of information stored on diskettes, hard drives, flash drives, or servers provided by the PASD;
3. The accuracy, nature or quality of information gathered through the on-line access provided by the PASD;
4. Personal property used to access computers, networks or the on-line access provided by the PASD;
5. Unauthorized financial obligation of a student, or his/her parent or guardian resulting from the on-line access provided by the PASD.

RULES OF ON-LINE NETWORK ETIQUETTE

1. Be polite. Do not get abusive in your messages to others.
2. Use suitable language. Do not use profanity, vulgarities, sexually oriented or other inappropriate language.
3. Do not reveal your personal address, phone number, or any other personal information including that of anyone else.
4. Remember that use of School District information systems and networks is not private and may be monitored by school officials.
5. Do not use the network in a way that would disrupt the use of the network by others

6. Assume that all communications, programs and information which are accessible on-line are private property. As such, do not download any files without prior authorization from the creator of the file and the Technology Director.
7. Do not upload, download, or install any software without the approval of a teacher, administrator, or the Technology Director.

LIST OF PROHIBITED USES OF THE ON-LINE SERVICES

The following uses of any on-line services are prohibited by the PASD. Moreover, this prohibited activity may be illegal and subject the offending user to criminal prosecution.

1. Do not access, upload, download or distribute pornographic, obscene or sexually explicit materials.
2. Do not transmit pornographic, obscene, abusive or sexually explicit materials or “Stalk” or harass others
3. Do not use the network to violate local, state or federal statutes.
4. Do not vandalize, damage or disable or “hack” the files of others. Creation of a “virus” is considered vandalism. Installation of unapproved software including spyware, browser toolbars, chat programs, etc. will also be considered vandalism.
5. Do not access the files, information or software of others.
6. Do not upload, download or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
7. Do not purchase or sell any goods or services through any online service without prior authorization of the Technology Director and/or Superintendent.
8. Do not connect or disconnect any device to a computer or the district network without prior approval of the Technology Director. In addition, do not run any software from a connected device (i.e. USB flash drive) without prior approval of the Technology Director.
9. Do not use any means to circumvent the district content filter, group policy restrictions, or virus protection software.

SIGNATURES NEEDED:

ON-LINE NETWORK USER'S AGREEMENT

I have read and understand the attached DISCLAIMER CONCERNING USE OF ON-LINE SERVICES and hereby release the PASD and its employees and agents from any and all claims of any kind arising from the use, misuse, or inability to use the on-line services provided by the PASD. I have read and understand the RULES OF ON-LINE NETWORK ETIQUETTE, and the LIST OF PROHIBITED USES OF ON-LINE SERVICES and agree to abide by them. I understand that any violation of the above may constitute a criminal offense. I further understand and agree that if I violate any of the above, my access privileges may be revoked, and that school discipline and/or legal action may be taken.

Student Name (please print): _____

Student Signature: _____

Date: _____

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the attached DISCLAIMER CONCERNING USE OF ON-LINE SERVICES and hereby release the PASD, and its employees and agents, from any and all claims of any kind arising from the use, misuse or inability to use, the on-line services provided by the PASD. I understand that the on-line services being offered are for educational purposes, but that students may have access to illegal, defamatory, inaccurate or offensive material. I have read and understand the attached *RULES OF ON-LINE NETWORK ETIQUETTE* and the *LIST OF PROHIBITED USES OF ON-LINE SERVICES* and acknowledge these as reasonable precautions to prevent student access to any illegal, defamatory, inaccurate or offensive material which may be available through the on-line services provided by the PASD. I will not hold the PASD responsible if this student gains access to any such materials or incurs any financial obligations which I have not authorized. Further, I accept full responsibility for supervision if and when this student uses any on-line services outside a school setting. I hereby give my permission to issue an account for this student, and certify that the information contained on this form is correct.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

PINCONNING AREA SCHOOLS PANDEMIC RESPONSE TO WEARING PERSONAL PROTECTIVE EQUIPMENT

Pinconning Area Schools are required to follow the guidelines and mandates set forth by the State of Michigan and other authorized governmental entities in regards to Covid-19. In reference to personal protective equipment Pinconning Area Schools will follow the guidelines handed down from the State of Michigan and the Michigan High School Athletic Association (MHSAA) to keep our students and community safe. You can view the guidelines for the MI SAFE SCHOOLS ROADMAP at www.michigan.gov/coronavirus and the guidelines for the MHSAA at www.mhsaa.com/Schools/Health-Safety-Resources. For questions and clarification please email Mr. Woodruff at woodruffk@pasd.org.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education of the Pinconning Area Schools recognizes the fact that the Constitution of the United States, through the Bill of Rights, gives all citizens certain rights. Students in our public schools retain these rights despite the specialized situation of school attendance.

Students also have certain responsibilities concurrent with school attendance. Among these is the responsibility to:

1. Respect the inherent human dignity and worth of every other individual.
2. Be informed of and adhere to policies and regulations established by the Board of Education, implemented and carried out for the welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program to the best of one's ability.
5. Refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety.
7. Help maintain and improve the school environment; preserve school property and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner while in attendance at all school or school related functions held on or off school grounds.
9. Continue to be or become, actively involved in one's education, understanding of people and appreciation for adult life.
10. Conduct oneself in a manner that will not infringe on the rights of other students. It is expected that student conduct on school property will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances. It is pointed out, however, that all classrooms and playgrounds are populated by individuals, and the rights of one individual never takes precedence over another individual, or the group. All individuals have equal rights and equal responsibilities regarding their demeanor in the classroom and towards any school property.

The Board of Education recognizes that disciplinary difficulties will sometimes occur in well-ordered and well-controlled classrooms. Minor infractions will receive teacher and principal attention on the basis of the Student Code of Conduct and Board Policy. When any pupil deviates from acceptable standards of student behavior so as to be guilty of persistent disobedience, the Board or school officials may order or authorize discipline, including but not limited to the suspension or expulsion of such pupil from school in accordance with law and policy, whenever the interests of the school demand it. Pupil exclusion may be by suspension or expulsion. Long term suspension and expulsion is solely within the province of the Board of Education, and is its responsibility. Short term suspension is delegated to building administrators. The seriousness of the pupil's actions or behavior and their age, disciplinary history, disability (if any), impact upon the safety of others, and availability of restorative practices and other interventions shall be among the factors considered in the removal of that pupil from school.

The teacher is responsible for the proper conduct of the class in terms of lessons and subject matter and student behavior. Therefore, it is to be mutually understood by school and parents alike that a teacher is duty-bound to use whatever reasonable measures are necessary to maintain proper student behavior in the classroom.

However, it shall not be required that any teacher, Principal, school district employee or Superintendent attempt to disarm, by physical force, any student or other person on school grounds who has in his possession a lethal weapon of any nature.

Alleged criminal acts committed on school property must be reported immediately by the Principal, Assistant Principal, or the person designated as being in charge in the absence of the Principal, to the appropriate law enforcement agency.

The actions and behavior of pupils outside school hours, away from the school premises and not in control of the school district, is primarily the responsibility of the parent rather than of the school district. However, students in violation of this Code of Discipline on the way to or from school, during passing times and lunch times, will be subject to disciplinary procedures as outlined.

- Truancy is, in effect, a violation of the school attendance law; it is the parents' or guardians' responsibility to see that their child's attendance is continuous and consecutive for the school year as established by the Board of Education. The progress a student makes in school is directly related to his/her attendance and application.

The Board of Education authorizes the Superintendent and his/her staff, as they may appropriately determine, to deal with truancy and attendance systematically and firmly in accordance with the State School Code and the School Board's Discipline Policy and Guidelines. Realizing the importance of this statute, the Board of Education has adopted a policy of attendance whereby a student may be denied credit after ten (10) absences during a semester. Police authorities and schools have certain interests in common which may be best served by cooperation. It shall be district policy that a building administrator will request to remain in the room with the police authorities, and will attempt to contact the pupil's parent or guardian, when a pupil is being criminally investigated.

Participation by pupils in extracurricular activities is a privilege carrying with it the responsibility of good behavior in and out of school. Failure on the part of any pupil to meet this responsibility renders himself/herself liable to the suspension of his/her privilege of participating in extracurricular activities or of holding class or organizational offices. Decisions relative to the eligibility or ineligibility of pupils are delegated to the Superintendent or his or her designee or coaches and sponsors of the activity.

EMERGENCY SCHOOL CLOSING

WNEM-TV5 Saginaw	WHNN-96 FM	WUGN- 99.7 FM
WJRT-TV12 Flint	WIOG- 102.5	WKCQ -98FM
WEYL-TV25 Clio	WSGW-790	

In the event of severe weather conditions during the school day, students will receive special instructions via the P.A. system if it is necessary to dismiss school early. If bad weather conditions make it impossible to have school, this announcement can be heard by listening to the following radio or TV stations:

Please do not call the school!
You will receive a phone call from our school messenger system. Thank you

CLASS PERIODS-BELL SYSTEM DAILY TIME SCHEDULE

1st 8:00 am - 9:04 am

2nd 9:08 am - 10:07 am

3rd 10:11 am - 11:10 am

MS 4th 11:14am - 12:43pm

(HS Lunch) 11:10 am - 11:40 am

(MS Lunch) 12:13pm - 12:43pm HS

HS 4th 11:44 pm - 12:43 pm

5th 12:47 pm - 1:46 pm

6th 1:50 pm - 2:50 pm

Career Center Departs at 11:30 am

FINAL EXAMS

All classes will conclude with a final exam at the end of each semester. Teacher discretion will determine the percentage of the final exam attributable to final pupil grades.

PROMOTIONAL STANDARDS

Pinconning Middle School students will be provided the opportunity to be highly prepared to enter high school. The Building Principal and staff will recommend students for high school who, through data analysis, have demonstrated the necessary skills to be successful in the Michigan Merit Curriculum. The academic retention policy for middle school is listed below.

- ❖ Students failing three or more semester core academic classes within one academic year may be retained. Those students may have an opportunity to remediate through participation in a summer remediation program. Refusal to participate in the summer remediation program may result in automatic retention. The Building Principal reserves the right to review all student records and to recommend students for retention. All scheduling and credit conflicts to be resolved by the Building Principal.

FASTBRIDGE LEARNING

Fast bridge Assessments are used to determine the student's instruction level and allow us to measure their Reading and Math growth. Students will take the Fast bridge assessments in the fall, winter, and spring this year.

LEVEL LITERACY INTERVENTION

Level Literacy (LLI) is designed to increase student's skills through daily, intensive, small-group instruction, which supplements classroom literacy teaching. LLI is fast paced and engaging for students.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is open to serve students at 7:00 a.m. daily for the sale of school supplies. All student dues and fees are paid here.

COUNSELING CENTER

Counseling & Guidance

You, as the student, will have to make many important decisions while in school. These decisions involve class selection, career choice, personal and social problems, etc. The goal of the Counseling Center is to assist you with the decision making so you can derive the maximum benefit from school.

Services are available to the students in the following areas: education counseling, career counseling, personal counseling and college/trade counseling.

Education counseling generally involves the following: 1) How courses relate to career choices, 2) Development of self-discipline in the classroom work, 3) How to study, and 4) Selection of your course of study.

Career counseling generally involves the following: 1) Interest and abilities as related to career choice, 2) High School background necessary for any chosen field, and 3) Additional training, necessary if beyond high school.

Social and/or personal problems may cause a student to perform below his/her potential in the classroom. Through personal counseling the student and counselor work together to help the student to both understand and resolve the problem. The Counseling Center has information on every college and trade school in the United

States. Students who plan on attending college or trade school should check at Student Services for information regarding curriculum offered by each school, cost, scholarships, loans, and high school background needed. For seniors, college applications should be processed as soon as possible, preferably before second semester.

Testing services: A number of tests will be administered to Junior and Senior students as partial indicators of individual student's interests and abilities. Test results can aid students in such things as class selection and college. These are used in conjunction with educational and career counseling.

Career information: The Counseling Center and the Library have information on several hundred jobs, training required, and opportunities. This information involves the type of job, training required, opportunities for employment and possible salaries.

Office Hours: The Counseling Center will be open throughout each day for your convenience. Appointments can be made for after-school hours if necessary. Please make an appointment with the secretary in the Counseling Center to meet with your counselor as needed. Your counselor will be meeting with you through the school year as needed.

EMERGENCY CONTACT FORMS

Every student must have on file an emergency medical information sheet completed by the parent and returned to school. These sheets will be utilized if

students attend school sponsored activities such as field trips and athletics. Should the student become ill or injured, if the parent cannot be reached, the emergency contact sheet will be used to contact the parent's designee. It is the parents' responsibility to keep this sheet updated.

Emergency contact sheets must be turned in at orientation. No class schedule will be given to any student who has not turned in his/her completed emergency contact sheet.

MEDICATIONS **As per Board Policy NO. 5330**

- ❖ Students may **NOT** possess or transport medications to or from school. Students found in possession of prescription or non-prescription medication without express written consent of the administrator will be sent to the office for drug/ substance violations.
- ❖ Parent/guardian authorization forms and physician prescriptions and instructions must be resubmitted each subsequent school year that medications are to be administered by District personnel.
- ❖ Medications must be claimed by the parent/guardian at the end of the school year. All unclaimed medications will be disposed of and recorded on the medication log at the conclusion of the school year.

SCHOOL ADMINISTRATION OF PRESCRIPTION MEDICATION

For students requiring prescription medication during the school day all of the following must be on file at Middle School office:

- ❖ Signed parent/guardian permission form authorizing District personnel to give medication in the dosage prescribed by the physician and to contact the physician directly in the event of adverse reaction to the prescribed medication.
- ❖ Complete and signed physician prescription and form providing instructions to school for the administration of medication and any specific conditions or reactions to the medications that may occur, AND instructions for contacting the physician or other professional medical personnel. Instructions from the physician **MUST** include:
 - Name of the student
 - Name of the medication
 - Dosage & administration instructions
 - Time the medication is to be administered
 - Length of time (not to exceed the current school year) medications are to be administered.
 - Current expiration date.

New parent/guardian and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

Students may self-administer asthma inhalers with written parental permission, the necessary prescription, and written emergency care plan provided by a physician.

SCHOOL ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

The administration of non-prescription (over-the-counter) medications will only be administered by school personnel, if the parent/guardian fills out a non-prescription medication form. Over-the-counter medication will only be administered according to the manufacturer's instructions.

❖ Students may self-administer non-prescription medication with written parent permission.

**Complete Board adopted Medication Policy available at Mary C. Ellery administration office, Pinconning, Michigan and online at the District's Website. **

SCHOOL ACCIDENT INSURANCE

The Board of Education does not provide student insurance coverage. However, all students will have the opportunity to take our school time medical treatment insurance according to the provisions of the policy. The provision of this information should not be construed as an endorsement of the insurance policy, the insurance carrier or its agents.

SCHOOL TRIPS

Students going on field trips and other off-campus school sponsored activities will use school transportation and return with the group unless prior written permission is granted by the Principal. A written request from the parent will be required. (See Participation & Transportation in School Sponsored Activities.) Students at school sponsored off-campus activities shall be governed by the school district rules and regulations and are subject to the authority of the school district officials. All school trips are a privilege. Any student's participation may be denied based on discipline, academic and/or attendance issues. Participation is at the discretion of the Building Principal.

VISITORS

To help maintain a safe and healthy atmosphere for our students, all visitors are required to check in at the school office, and obtain permission to be in the buildings. Parents are always welcome when wishing to consult with a teacher. They must call and arrange a time that is mutually agreeable. Under most circumstances, students from other schools will not be able to obtain visitor's passes.

WORK PERMITS

Persons under age 18 are required by law to have work permits, and fourteen is the minimum age for legal employment of minors. Work permit forms are available in the School Office and online at www.pasd.org.

TELEPHONES

Telephones in school offices are for school business only. Important messages from parents will be delivered to students.

FOOD SERVICE PROGRAM

A hot lunch will be served in the cafeteria during the lunch time for all students. A full lunch will be served or a choice made from the a la carte items. Some of the foods served are pizza, tacos, nachos, cheeseburgers, hamburgers, pizza burgers, fish sandwiches, chicken nuggets, chili, chicken soup, spaghetti, lasagna, chicken, turkey, Salisbury steak, mashed potatoes, dressing, gravy, macaroni and cheese, taco casserole, salads, Jell-O, fresh fruits, baked goods, rolls, cookies, ice cream, French fries, onion rings, juices, and the like. All consumption of food and drink is to be done in the cafeteria or gym. No food or drink (cans, bottles, or paper containers) is allowed in the halls at any time unless permission is given.

We currently operate our meals under the Community Eligibility Program, which allows students to have 1-eligible breakfast and 1-eligible lunch meal fee per day per student. This is renewed on an annual basis, if we return to operating under the NSLP, and NBP then our meal prices would reflect that change and we would return to a paid lunch price to be determined annually, a reduced meal price is \$.40 and a free meal. The reduced and free meal is based on the completion of and a determination from a School Meal Application.

Ala carte (extra items) are available as well as adult meals. These require funds to purchase at the time of the sale or deducted from a positive balance in a school meals account. Purchases **cannot be made without available funds.**

STUDENT DRESS CODE

1. Footwear must be worn at all times.
2. No jewelry or accessories that could cause injuries (e.g. spikes, chains, safety pins)
3. Skirts, shorts and jeans that expose skin must reach or surpass the fingertips when the arms and hands are naturally extended at the sides of the body.
4. Undergarments must be worn at all times and must be concealed by the student's clothing.
5. Hats, caps, sunglasses and head scarves may not be worn by students upon entering the school building, unless approved by the Building Principal
6. Pajamas are not permitted (any type of lounge wear or items found in the pajama section are prohibited).
7. No garments, T-shirts, jackets, sweatshirts, and so forth are to be worn that have profanity, obscenity, inappropriate slogans, or reference to alcohol, drugs, tobacco, violence and so forth.
8. Tank tops are permitted to be worn as an outer garment if they have at least three finger-width wide shoulder straps and a regular-cut arm hole that doesn't expose the sides of the body or any part of the breasts.
9. Low cut, see-through, strapless, or backless dresses and shirts of any clothing that expose areas of the stomach, side, or breasts are prohibited
10. Common decency requires no bare midriffs or plunging necklines that expose cleavage.
11. Safety glasses must be worn by all students who participate in shop and/or science classes.

12. For extra-curricular/co-curricular events, these rules will prevail plus whatever requirements were decided upon by the individual organizations. When we represent Pinconning Area Schools, we hope that our appearance will represent pride in one's self, his/her school and community.
13. Wearing or displaying gang-related articles/accessories will result in disciplinary action.
14. Requests for wearing unusual clothing (e.g. tuxedo, costumes, medical attire) must be approved in advance by the Principal or Assistant Principal.
15. Hooded sweatshirts (hoodies) must be worn without covering the students' head.
16. Headbands are allowed; bandannas are not allowed.
17. Coats/jackets, and backpacks are not permitted in the classroom unless approved by administration; drawstring bags are allowed to be taken to physical education class.

❖ Since it is virtually impossible to cover all types and styles of dress and have terminology for specific items thereof, it may be necessary for the Building Principal to rule on forms of dress that are disruptive to school or that may be unsafe, e.g., when students are operating machinery in school.

LOCKERS

Lockers with built-in combination locks will be assigned to all students upon request. Two students will be assigned to a locker and both students must sign for the locker before the combination is given. The combination to a locker will be given only to the students assigned to that particular locker.

Personal property of students not properly assigned to a locker will be removed immediately. Continued misuse of their locker may result in disciplinary action.

Following is a list of some rules and regulations for the use of lockers:

1. Students must keep lockers closed and locked at all times.
2. Students who are assigned to a locker are responsible for all books and other items placed there by students assigned to that locker.
3. Students who are assigned to a locker are responsible for all damage done to that locker. After all damages are assessed by the High School Principal or his designee, students assigned to the locker will make restitution to the Pinconning Area Schools.
4. No more than two students will be assigned to a locker.
5. All students who are assigned to a locker have the responsibility to keep that locker clean at all times.
6. Whenever a problem arises with a locker it is the responsibility of the student(s) assigned to the locker to report to the Hall Monitor or Custodian. Under normal circumstances every effort will be made to repair lockers within 24 hours of the complaint when maintenance personnel are required.

7. All items found in a locker must be the property of the students who are assigned to that locker.
8. It is the responsibility of the student to be prepared for every class within the allotted time between classes. A student may not have time to go to the locker between each class.
9. Absolutely no contact paper or stickers may be applied to the lockers at any time
10. Inappropriate pictures will be considered a violation of rule 18B.
11. No open containers allowed in lockers at any time.

STUDENT VALUABLES

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

SEARCH AND SEIZURE

Students have the right to privacy as well as freedom from unreasonable search and seizure of property. The latter is guaranteed by the Fourteenth Amendment. Individual rights, however, are limited by the school's responsibility to protect the health, safety and welfare of all of its students.

The following is the policy concerning the seizure of items in the student's possession and the search of the school property (locker) assigned to the student, or an automobile possessed by the student which is on school property.

- ❖ School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of the students. Periodic general inspections of lockers may be conducted by the school authorities for any reason at any time, without notice, without student consent, and without a search warrant
- ❖ In an effort to keep the schools and premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out illegal controlled substances in school lockers and in the student's vehicles parked on district premises. Such inspections may be announced or unannounced and may be made at any time.
- ❖ Knowledge of a situation that involves the safety and health of students or other persons that is based on reliable evidence may result in the search of a student's possessions.
- ❖ Cars parked on campus are subject to inspection whenever a school authority has reasonable suspicion to believe that illegal or unauthorized substances are contained inside.

Police officials possess the right to question students during school hours, in accordance with Rules and regulations adopted by the Board of Education. They also possess the right to arrest a person, including students, and may conduct a lawful search.

DRUG FREE SCHOOL ZONE
(Adopted this 28th day of January, 1991)

WHERE AS drug abuse is one of the most serious and pervasive problems facing the citizens of this state; and

WHERE AS school aged children are especially vulnerable to and influenced by the activities of predatory drug offenders; and

WHERE AS our long-term efforts to address this national problem will depend in large measure on the eventual success of programs and initiatives at the local level designed ultimately to reduce the demand for illicit substances; and

WHERE AS elementary and secondary schools serve as the principal medium for educating young people about the perils of substance abuse; and

WHERE AS young citizens of the community have an undeniable and fundamental right to the advantages of a school environment which is conducive to educational goals and prerogatives and which is totally free of drug abuse and trafficking activities; and

WHERE AS the legislature by enactment of P.A. 12, 1988, known as the Drug Free School Zone Act, has provided for enhanced punishment for drug offenders who distribute to or who use children or who operate on or near school property; and

WHERE AS the legislature has directed that the enforcement of Michigan's drug laws shall be a priority of the law enforcement community, and that special emphasis shall be placed on the patrol and protection of schools and areas within drug free school zones; and

WHERE AS the Governor has established the Michigan Alliance for Drug Free Schools and Communities, which is comprised of representatives from every level within the professional, educational and law enforcement communities, and which has developed and recommended specific guidelines concerning law enforcement activities conducted on school property; and

WHERE AS there is a demonstrated need for the continuation, institutionalization and enhancement of the spirit of cooperation which exists between law enforcement officials and professional educators with respect to the substance abuse problem; and

WHERE AS law enforcement officials are requested at all times to respect and appreciate the needs, concerns and rights of students and professional educators;

NOW THEREFORE, the Board of Education of the Pinconning Area Schools, by virtue of the authority vested by law, does hereby declare the Pinconning Area Schools to be **DRUG FREE SCHOOL ZONES**

* * * * *

LOST & FOUND

Students who have lost items may retrieve their items from the Hall Monitor, if they give a proper description. Unclaimed items may be donated to a service organization at the end of each month. Students are encouraged to mark all personal items with their name and report losses to the office immediately. Students are encouraged not to bring valuables to school. The school is not responsible for lost or broken items that students bring to school.

NOTICE OF SURVEILLANCE

The school may use video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions. This surveillance may be used in common areas of the building and grounds, and other areas in which individuals do not have a reasonable expectation of privacy.

Each building or area in which video surveillance/electronic monitoring is occurring shall have clearly written signs posted at conspicuous locations informing persons that the buildings and grounds are under video surveillance.

For more information, go to www.pasd.org to view the entire Board Policy 7440.01.

GRADE UPDATES

Pinconning Area High School/Middle School continues to use report cards to keep parents informed of student progress in classes. It is vital that the parents see the progress report that students are given at the end of each marking period. Interim progress reports will be available via Skyward. If parents want a paper copy they can submit a request to the lead secretary and one will be sent home. Parents will be notified by the school messenger.

TEXTBOOKS

The School District will provide textbooks for the various courses. With the rising cost of textbooks, it is essential that students accept the responsibility for proper care and use of those that are assigned to them. When a book has been assigned, it becomes the responsibility of the student and parent/guardian to return it at the completion of the course. Textbooks that are damaged, lost or stolen must be paid for by the student or parent/guardian. When the textbooks are issued, the teacher will record the student's name in ink in the designated area in the front of the book. The teacher will keep a record of the book number and the condition of the book issued to each student. If the book is lost or stolen and a replacement is needed, the missing book must be paid for a replacement cost before a replacement will be issued. The teacher will assess damage to the textbooks based on guidelines in the teacher handbook. The student's signature is requested on the loss/damage report. Please keep in mind that the textbooks are the property of the School District. No class schedule will be issued to any student who has textbooks which have not been returned or has unpaid loss or damage charge.

LOCKDOWN PROCEDURE

Three lockdown drills are required by law. Students and staff will be directed by PA with instructions and procedures to be followed.

FIRE DRILLS

Six (6) Fire drills are required by law. A sign giving details to be followed during the fire drill is posted in each classroom.

When the fire alarm activates:

1. All students, teachers and staff must leave the building through the exits designated and remain in their group outside.
2. Move to the exits quickly, but do not run or push.
3. Be calm and quiet
4. Move AT LEAST 50 FEET AWAY from the building and leave sidewalks and exits clear. Students who exit in front of the high school must move West past the fence.

EXITS TO USE DURING FIRE DRILL :	
M.S. School Gym	East/West Exits
Room 101	South door of room
Rooms 102, 103, 104, 105, & Cafeteria	North door by band room
Rooms 106, 107, 108, 109, 110, 201, 202, 203, 204	North door by Office
Rooms 111, 112, 113, 114, 115, 116	West door by room 113
Rooms 117, 118	East door by library
Rooms 120, 121	West door by library
Rooms 122, 123, 124, 125	South door through courtyard to parking lot
Rooms 126, 127, 128, 129, 130, 131	South door
Library	East/West Exits
Rooms 205, 206, 207, 208, 209	South door to East lot
Rooms 210, 211, 212, 213	North door by East lot
Rooms 214, 215, 216, 217	South door to South lot
Room 301	North door
Rooms 302, 303	South door
High School Gymnasium	South door by training room
Weight Room	West door
Multi-Purpose Room	South door
School Store	East door

TORNADO ALARM PROCEDURE

Two (2) Tornado Drills are required by law.

In the event that there should be a tornado emergency, please adhere to the following:

M.S. Gym Room	Students in hallway between room 104 and 105
Room 101	Students against West support wall
Room 102	Students in hallway between room 104/105
Rooms 103, 104, 105, 106	Students against North wall in hall
Rooms 108, 110 112	Students against North wall in hall
Room 113	Students in hallway North side
Rooms 114, 116	Students outside classroom in hallway West side
Rooms 123, 124, 126, 128	Students in hall against East wall
Rooms 125, 127, 129, 130, 131	Students in hall against West wall
Rooms 120, 121, 122	Students to East/West hall against lockers
Rooms, 115, 118, 119	Students against East wall in hall
Room 117	Students against West wall in hall
Rooms 107, 109, 111	Students in hall outside room on South side
Rooms 201, 203, 205, 207,209	Students against West wall in hall
Rooms 202, 204, 206, 208, 210, 212, 214, 216	Students against East wall in hall
Rooms 211, 213, 215, 217	Students in hall against West side lockers
Library	Students against West wall in senior commons
Rooms 301, 302	Students against West wall of room 303
H.S. Gymnasium Weight Room	North wall of multi-purpose room
Multi-purpose room	North wall
School Store	Athletic Office

MIDDLE SCHOOL

ATTENDANCE POLICY-MIDDLE SCHOOL

Attendance is a factor that directly affects performance. The intent of the Board of Education is to ensure that students attend classes daily. It is important that the student and parent or guardian understand the importance of regular school attendance, and commit to this policy.

An attendance award policy has been adopted by the Board of Education to encourage students to come to school, to reward students for very good attendance, and to encourage perfect attendance. Students who attend school consistently will have fewer difficulties achieving, and will develop good attendance patterns that will help them in life and in the job market.

These are not counted as absences:

- Field trips, athletic events, 4-H, Boy Scouts or Girl Scouts.
- In addition, the Board of Education or its duly authorized representative, upon written request of parent/guardian, shall release from attendance at the public school any student attending religious instruction classes if not more than two hours per week.

Level 1 - Parent contact by letter from the Attendance Office upon 7 absences per class each semester.

Level 2 - Parent contact by letter upon 10 absences.

Tardiness:

Tardiness affects the educational process of learning by causing disruptions in the classroom. Therefore, students are expected to be on time for all classes and are not to leave class without the teacher's permission until the end of the class period. A student must be in the classroom before the bell rings to begin class. It is the expectation of the Board of Education that students who provide their own transportation to school be on time. Failure for any reason, car trouble, traffic, etc., will result in a tardy or unexcused absence.

Up to 15 minutes late	1 tardy
At or past 15 minutes	Absence

Returning from Absence:

❖ It is the student's responsibility to contact the teacher the day he/she returns from an absence to make the necessary arrangements for missed assignments.

❖ When a student returns from an absence he/she may present a written note to the Middle School Office that includes the reasons for being absent from school, the length of the absence, and the signature of the parent/guardian. In place of a note, a parent or guardian listed on the Emergency Contact Form, may call to excuse them stating the student's name, person excusing him/her, date of absence, time, and reason for the absence. If no note or phone call is received, the absence will be considered to have been unexcused.

❖ Students may not participate in any extra-curricular activity (i.e.-practices, games, dances, etc.) on any day when they are not in school all day unless permission is granted by the Principal or in the case of extenuating circumstances, such as a funeral.

Unexcused Absences:

1. Skipping classes: If a student is not in attendance at school, and the absence is not confirmed as excused by a note from the parent/guardian within two days, that student will have been skipping school and will receive an unexcused absence. For each hour that is skipped, the student will be required to serve two hours of detention time.
2. Leaving school without checking out at the Attendance Office:
Permission to leave school during the school day may be granted in cases of emergency or medical appointments. Students must check out at the Middle School Office. A parent or the person approved by the parent on the Emergency Contact Form will be contacted prior to releasing any student. If a student leaves school during the day without checking out at Student Services, he/she shall receive an unexcused absence for each class missed and will be required to serve time in detention.

Excused Absences:

Absences will be excused with appropriate parental verification for reasons which include, but are not limited to, illness, accident, required court attendance, professional appointments, and death in the immediate family, observation or celebration of a bona fide religious holiday, or other good cause acceptable to the Superintendent or his or her designee. Students will be given the opportunity to make up work missed due to excused absences.

**VALIDATION OF MIDDLE SCHOOL CREDITS
FOR TRANSFER STUDENTS**

In establishing this policy, it is the intent of the Board of Education to set the standards for evaluating transcripts and assigning credit based on transcripts for those incoming students transferring to Pinconning Area Middle School from other public, private, and home school settings.

I. Assignment of Credit

A. Any student transferring into Pinconning Area Middle School must provide, or have provided by the sending school, the following documentation in order for incoming credits to be recognized.

1. An incoming transcript reflecting grades, level of curriculum completion, and competency level validated by a state certified secondary educator. Upon request by the Pinconning Area School District, the state certified educator and the student requesting the credit validation by the Pinconning Area School District must provide proof of materials used, curriculum completed, competency, and specific documentation of completion of the state required number of hours of instruction (ninety hours per credit) on a certified attendance log.

2. Upon meeting the criteria in I. A. 1. (Above), the Pinconning Area School District will recognize credit for a maximum of six semester long classes per semester (6 credits) and a maximum of two (2) credits per each summer break.
- B. Pinconning Area School District student transcripts will be generated to reflect student credits earned from Pinconning Area Schools, other public schools, private schools, virtual high school classes, or home-schooling credit

MARKS AND HONOR ROLL-MIDDLE SCHOOL

The following marks are awarded for work completed at Pinconning Area Middle School. The honor roll will be determined at the end of each marking period and posted. A “B” average (3.0) with no grade lower than a C- is required to be eligible for the honor roll. Students with excused absences for more than half of a grading period who have not had an opportunity to make up work will receive an “I” (incomplete) for that grading period. Students who are absent for extended periods of time and whose absence is excused are given two (2) school days for each day absent to make up work and have the “incomplete” changed to a grade. Excused absences are the only justification for an “I” grade. Students are responsible for making arrangements with the teacher to make up work when returning from an absence.

REPORT CARDS-MIDDLE SCHOOL

The first and second marking period grades are NOT averaged to become the semester grade. Grades are CUMULATIVE from one marking period to the next. Example: If you received a B+ the first marking period and a B- the second marking period, your current grade for the semester at that point is a B-.

Report cards are available for pick-up at the office at the end of each marking period or at Parent/Teacher conference night. Parents may request in writing that their student be allowed to pick up their report card each marking period. Any parent who does not receive a report card within two weeks from the end of a marking period should contact the Counseling Office.

MIDDLE SCHOOL COURSE REQUIREMENTS

Core Classes

6th Grade	7th Grade	8th Grade
English 6	Language Arts 7	Language Arts 8
Social Studies 6	Geography 7	American History 8
Science 6	Science 7	Science 8
Mathematics 6	Mathematics 7	Algebra
MS Success		Spanish 8

Students who fail two or more semester core academic classes within the academic year will be retained.

Elective Classes

The following classes are exploratory options that students may request. Availability for classes are limited.

6th Grade	7th Grade	8th Grade
Band 6	Art 7	**Algebra 1
Ceramics	Band 7	Art 8
Choir	Chorus	Band 8
Health	Industrial Tech 7	Chorus
Industrial Tech 6	Multimedia 7	Industrial Tech 8
Keyboarding	Physical Education 7	Multimedia 8
Health 7	Physical Education 8	
Math		
Exploratory: LIFE SKILLS		
Multimedia 6		
Physical Education 6		
**Prerequisite Adv. Math 7		

PROGRESS REPORTS

Pinconning Area Middle School continues to use report cards to keep parents informed of student progress in classes. It is vital that the parents see the progress report that the students are given at the end of each marking period. Interim progress reports may be sent home with a student as a warning that failure is likely unless improvement is made and/or as a means to inform parents that their student is excelling in class.

CLOSED CAMPUS

For the safety of the student(s), no student is allowed to leave before classes begin after arriving on school property in the morning. The campus is closed to all sixth (6), seventh (7) and eighth (8) graders. They must remain on school property throughout the school day.

MEDIA CENTER

- The Media Center will be open for students to use before, during and after the regular school day.
- Books, periodicals and vertical file materials are checked out for a period of two (2) weeks. A fine of ten cents (0.10) per day, per item, will be charged after the due date. This fine will not exceed the cost of the material. Students with overdue materials or fines will not be allowed to check out other materials.
- A list of unpaid fines will be compiled by the librarian at the end of each semester. Students must pay these fines at the Media Center. At the end of

the school year students with unpaid fines will have their report cards held in the Student Activities Office until the fine has been paid. All bills at the Student Activities Office must be paid prior to completion of Driver Training and participation in Commencement ceremonies.

- Computers and printers are available for students. Students bringing work to school from another computer must have their disk scanned for viruses. Periodical and newspaper indexes are available on the Internet.
- Students may not operate the copiers in the media center.
- Students are encouraged to use the Media Center often. The staff is always willing to assist students with instruction on the use of equipment and materials available.
- The Internet is for research and school work only. No email or games allowed.
- Students will use their identification card or student I.D. # when borrowing or renewing items from the library.

<u>Citizenship Rubric</u>		**Citizenship scores are independent of grades**
1. (Excellent)	-Demonstrates classroom leadership -Contributes consistently -Demonstrates outstanding conduct -Exerts a positive influence -Shows interest and enthusiasm -Sets scholarly example	
2. (Good)	-Demonstrates generally good conduct -Contributes to class on a regular basis -Displays cooperative behavior and attitude -Acts responsibly by being prepared for all assignments	
3. (Average)	-Requires little to no correction -Treats others respectfully -Has few/no reminders about conduct -Prepared for class on most days -Does not distract others work	
4. (Poor)	-Often requires correction -Unprepared frequently -Causes disturbances -Often tardy -Wastes class time -Is inattentive -Needed corrections outweigh contributions	
5. (Disruptive)	-Demonstrates consistently -Does not respond to corrective action -Interferes with the learning and rights of others -Displays negative attitude	
* A three (3) in citizenship is the starting point at the beginning of the m		

REVIEWING STUDENT RECORDS

Students, 18 years or older, are entitled to review their school records. The parents of students under the age of 18 will be entitled to review their child's school records. Parents, guardians and students (18 years and older) have the right to challenge any information that is in the student's school records. The steps in challenging may lead from the Principal, to the Superintendent, to the Board of Education.

The school records of students will be kept in centralized locations. These records will be kept secured. Various people, or institutions, will be granted access to a student's files without prior consent from parent, guardian or student. They include but are not limited to: (1) School officials who have been determined to have legitimate educational interests; (2) schools to which a student is transferring; (3) authorized persons of the State Education Department; (4) agencies from which a student is seeking financial aid; (5) colleges or institutions conducting educational surveys in a manner which would not permit personal identification of the student; (6) accrediting organizations in order to carry out their accrediting functions; (7) parents of a dependent student of such parents, as defined in section 152 of the Internal Revenue Code of 1954; and (8) court order.

The School District may release only the following Public Directory Information to non-educational agencies which have a legitimate interest:

- (1) Name
- (2) Address
- (3) Telephone Number
- (4) Date and place of birth
- (5) Courses of study
- (6) Participation in school activities
- (7) Dates of enrollment
- (8) Degrees and awards received
- (9) Most recent educational agency or institution attended

Parents who do not wish to have their student's directory information released must send a request addressed to the principal.

PPRA NOTICE & CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Pinconning Area High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.
9. Religious practices, affiliations, or beliefs of the students or parents; or
10. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

MARRIED AND/OR PREGNANT STUDENT

Michigan State Law, MCLA 380.1301, prohibits the suspension, expulsion, or exclusion of a student from school solely on account of the student’s pregnancy. Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

A pregnant student shall be permitted to continue to attend school. The physician’s approval of this continued attendance must be on file at the school where the student is in attendance. The schools Building Principal is authorized to provide an alternative education program for pregnant students. The Board encourages students to become familiar with the alternative education program and actively participate in the program.

ACCESS AND REVIEW PROCEDURE

1. The parent, guardian, or student, if eighteen (18) years old or older or an emancipated minor – may request access and review of the student’s records, in writing, to the school principal or other designated custodian of student records.
2. Upon receipt of the request, the school principal must reply, in writing, within ten (10) calendar days, indicating date, time and location of the records inspection and review on the Review-Hearing Form.
3. The parent, guardian or student must return the Review-Hearing Form at least five (5) calendar days prior to the scheduled review.
4. The student’s school records inspection and review should take place within thirty (30) calendar days of the receipt of the request.
5. Copies pertaining to the student of all existing records subject to the Family Educational Rights and Privacy Act of 1974 may be compiled for this purpose. Parents and eligible students may be assessed a copying charge.
6. If the parent, guardian or student is satisfied with the inspection and review of

The student’s records, he/she shall sign and date the Review-Hearing Form. A copy will be placed in the CA60 folder; a copy will be filed with the appropriate Administrator; one (1) copy will be kept by the parent, guardian and/or student if eighteen (18) years of age or older.

7. If the parent, guardian or student is not satisfied with the inspection and review he/she will request, in writing, on the Review-Hearing Form the desire for a hearing. A copy will be placed in the CA60 folder; a copy will be filed with the appropriate Administrator; one (1) copy will be kept by the parent, guardian and/ or student if eighteen (18) years of age or older.

WIRELESS COMMUNICATION DEVICES (WCD)

A student may possess a WCD in school, on school property, at after school activities and at school functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. The WCD must remain off during class periods unless the teacher requests that the students use them for educational reasons. They must also remain off in locker rooms and restrooms. The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff “have reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

HALLWAYS/PASSING TIMES

Limited access to Middle/ High School hallways is restricted to the passing to and from classes, or as directed by a staff member. Any 6th, 7th, 8th grade student in an appropriate high school hallway and any 9th, 10th, 11th or 12th grade student in an inappropriate middle school hallway without written pass will be considered disobedient.

TITLE IX AND SEXUAL HARASSMENT

Board Policy 5517, entitled “Anti-Harassment,” the school district does not discriminate on the basis of sex in the education programs or activities that it operates, and the school district is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate in such a manner. Any inquiries about the application of Title IX and Part 106 to the school district may be referred to the school district’s Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both. The Policy can be accessed and viewed at www.pasd.org.

The school district prohibits sexual harassment that occurs within its education programs and activities under the Policy. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is appropriate not deliberately indifferent.

Board employees, students, third-party vendors and contractors, guests, and other members of the school district community who commit sexual harassment are subject to the full range of disciplinary sanctions. The school district will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the district’s education programs and activities.

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- A school district employee conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6) A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment may include, but is not limited to, actions such as the following:

- Sex-oriented verbal or non-verbal “kidding” or abusive gestures
- Subtle pressure for sexual activity
- Physical contact such as patting, pinching or frequent brushing against another’s body
- Demands for sexual favors, accompanied by implied or overt threats or promises of preferential treatment or threats.

Sexual harassment as defined and described above is a prohibited practice in the Pinconning Area Schools. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may directly or indirectly file a complaint with the Title IX Coordinator who has been assigned by the Superintendent.

Pinconning Area School District’s Title IX Coordinators:	
High School Assistant Principal Athletic Director 605 W Fifth Street Pinconning, MI 48650 Pasd.org 989-308-0535	Kris McLavy Business Director 605 W Fifth Street Pinconning, MI 48650 mclavyk@pasd.org 989-308-0509

Grievance Process and Procedures

Under the school district’s Title IX grievance procedures, a “complainant” is a student who is alleged to be the victim of conduct that could constitute sexual harassment and a “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The school district is committed to promptly and equitably resolving student and employee complaints alleging sexual harassment. The district’s response to allegations of sexual harassment will treat complainants and respondents equitably, including providing supportive measures to the complainant and respondent, as appropriate, and following the grievance process before

imposition of any disciplinary sanctions or other actions, other than supportive measures, against the respondent.

If a determination of responsibility for sexual harassment is made against the respondent, the school district will provide remedies to the complainant. The remedies will be designed to restore or preserve equal access to the district's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the respondent.

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the complainant should submit the formal complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process and procedures with respect to that formal complaint.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the district will follow its grievance process and procedures. Specifically, the district will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The Title IX Coordinator shall appoint an investigator, unless the Title IX Coordinator intends to serve as the investigator and a decision-maker to assist the district in resolving the formal complaint. The Title IX Coordinator, along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

It is a violation of the Policy for a complainant(s), respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The school district will not tolerate such conduct, which is a violation of the Student Code of Conduct.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) Calendar days prior to the decision-maker(s) issuing a determination regarding responsibility. Before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked

of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard. If the decision-maker(s) determines the student respondent is responsible for violating the Policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies).

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within three (3) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein. The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)' determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the complainant and the respondent.

The district will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the formal complaint.

The Title IX Coordinator will maintain a file of complaints, investigations, and replies as required by the Policy and law.

The district prohibits retaliation against individuals who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a

Serious violation of the Policy that can result in imposition of disciplinary sanctions/ consequences and/or other appropriate remedies. Likewise, the district will take appropriate actions as prescribed by law or policy if it finds that a false complaint has been deliberately filed.

The District also prohibits all harassment based on legally protected classifications, and encourages students and their parents to fully review Policy 5517 and other policies related to prohibition of discrimination.

PINCONNING MIDDLE SCHOOL AGGRESSIVE BEHAVIOR RUBRIC

Misconduct related to bullying/violence student to student: A safe environment where others are accepted and valued is the most educationally effective environment. The Pinconning Middle School Staff has committed to making sure that all students feel safe at school and have developed a definition of bullying/violence and the consequences that will result from these types of behavior. Any behavior fitting this definition will have consequences applied using the rubric developed by the Pinconning Area School Bullying Committee. The rubric should be considered a guideline only. The guidelines may be modified as permitted by policy and applicable law.

BEHAVIOR	First Offense	Second Offense	Third Offense
<p>Level 1- Mild Aggression/Teasing, name calling, taunting, spreading rumors, ridiculing, directed profanity, or other behavior that would hurt others feelings, written or spoken.</p>	<p>15 second intervention Student/teacher calls home Reflection Session</p>	<p>15 second intervention Student/teacher calls home 2 Reflection Sessions</p>	<p>15 second intervention Student/teacher calls home Choice Room/Saturday detention</p>
<p>Level 2- Moderate Aggression Physical contact, intimidation, pushing, Shoving, grabbing, tripping, hazing, etc. Promoting fighting Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, in person or through social media where there is an imbalance of power. Personal property: Disrespect of personal property to intimidate or harm another.</p>	<p>15 second intervention Student/teacher calls home Reflection with staff member 2 hours Detention</p>	<p>15 second intervention Student/teacher calls home Reflection with staff member Choice Room/Saturday detention</p>	<p>15 second intervention Student/teacher calls home Reflection with staff Suspension for remain- der of day, possible continuation for 1-3 days</p>

<p>Level 3: Severe Aggression Physical contact intending to injure or resulting in injury: hitting, kicking, fighting and similar behavior that risks injury to others. Intimidation: ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. in person or through other social media.</p> <p>Personal property: stealing or destruction of personal property in order to intimidate or harm another.</p>	<p>Staff Intervention</p> <p>Administrator calls home</p> <p>Optional Parent/Administrator or conference</p> <p>1-5 days suspension</p>	<p>Staff Intervention</p> <p>Administrator calls home</p> <p>Parent/Administrator or conference</p> <p>5-10-day suspension</p> <p>Behavior intervention plan developed</p>	<p>Staff Intervention</p> <p>Administrator calls home</p> <p>Parent/Administrator conference</p> <p>Possible referral for long term suspension/expulsion</p>
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Reflection Session:

Students will be given time to write, think, and discuss with a staff member better choices for their behavior. Reflection sessions will take place during lunch time or any time staff feels it is necessary during the day to talk to the student. This positive reinforcement will make students understand the importance of making proper decisions for a quality educational experience.

Note: Administrative discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement in any above category based on the circumstances, severity, and/or one's previous disciplinary profile. Student's violation behaviors in excess of three offenses may be placed on an individual contract with additional consequences.

LUNCH DETENTION POLICY

Students will receive a lunch detention for every 3rd tardy, for all classes. Tardies after 5 may result in after school detention, ISS, Saturday detention, and/or loss of student privileges.

Each lunch detention will be served as soon as assigned.

Students will be allowed to bring their lunch or can use their lunch detention pass to cut to the front of the line in the cafeteria. Lunch detention will start for HS immediately after the 3rd hour. Lunch detention for MS will be immediately after the 4th hour. First time missing lunch detention will be a warning. The 2nd missed lunch detention will result in 3 hours of Saturday detention.

Unexcused Absences:

1. Skipping classes: If a student is not in attendance at school, and the absence is not confirmed as excused by a note from the parent/guardian within two days, that student will have been skipping school and will receive an unexcused absence. For each hour that is skipped, the student will be required to serve two hours of detention time.
2. Leaving school without checking out at the Attendance Office: Permission to leave school during the school day (with the exception of lunch time for students in grades 9 – 12 may be granted in cases of emergency or confirmed medical appointments. Students must check out at the Attendance Office. A parent or the person approved by the parent on the Emergency Contact Form will be contacted prior to releasing any student.

Suspensions:

Out-of-School suspensions will not count toward the 90 % requirement. Students will lose participation points (as defined by the teacher) during days of suspension. The responsibility for makeup work rests with the student.

Suspended students shall be denied the privilege of participating in any school functions during the suspended period. All records and documentation regarding the suspension shall be maintained in the principal's office.

DETENTION

After School Detention will be served on Tuesday, Wednesday or Thursday's or a combination of all three throughout the school year. Availability of After School Detention will be based on student need to serve detention and staff availability.

Saturday detention will be held once per marking period for circumstances where it is needed, as determined by the high school administrative team.

Detention is served at the Advancement Academy.

Rules and Regulations

- ❖ Detention must be served in a time block as assigned.
- ❖ Breaks are permitted.
 1. Restroom and drinks of water inside of building
 2. Breaks are 5 minutes.
 - 2 hours or less - No breaks
 - 3 to 4 hours - 1 break
 - 5 to 6 hours - 2 breaks

Note: If more breaks are needed a medical note is required and break times will not count as detention time.

- ❖ No Show Penalty
 1. 1st No Show -Only one acceptable No-Show excuse per semester is allowed.
 2. 2nd No Show -Add 3 hours to existing detention.

3. 3rd No Show -Add one-day Suspension to existing detention

❖ Rules and Behavior at detention

1. Must come prepared and do school work, reading, or work will be assigned.
2. No talking.
3. Assigned seats (no moving around).
4. No headphones, etc.
5. No food, etc.
6. No sleeping.
7. No behavior deemed inappropriate during detention.
8. Assigned work to be turned in at end of time to be served

Student Discipline Plan for Pinconning Middle School Students

The point system is categorized by levels of severity. The higher the category the more severe the infraction and therefore the more potential for earning points. Each category is “up to” a certain point level. A student may earn only partial points for an infraction as each individual situation is different,

All category 1 infractions will be assigned up to 10 point value, All Category 2 violations will be assigned up to a 15 point value, All Category 3 violations will be assigned up to a 17 point value, All Category 4 violations will be assigned up to 20 point value, All Category 5 violations will be assigned up to a 25 point value, All Category 6 violations will be assigned up to a 50 point value, and All Category 7 violations will be assigned up to a 100 point value of each offense to cumulatively count toward the maximum of 100 points each student can accrue. When/If a student accrues 100 points, they will be referred to the Board of Education for possible expulsion.

It is up to the discretion of the administrative team to appropriately assign points. Throughout the marking period students will have the ability to earn points back for infractions by using a multitude of restorative practice measures. The student must submit a letter to the Building Principal emphasizing that they wish to earn points back and the student, administrators, teacher and parent may be involved in coming up with a plan to earn points back if the administrative team feels it is appropriate given the circumstances, and time between the said infraction or infractions.

Category 1 Violations:

Disruptive dress code

Distracting/Disruptive Behavior, Materials, or Activities

No show for detention

Misuse of lockers

Tardiness/Failure to comply with attendance policies

Misuse of school computers

Loitering/ Trespassing

Closed campus violation

Cell Phones/Electronic Communication Device

Disobedience

Abusing Parking Privileges

Misuse of School Computers/Related Equipment

Offense	Consequence
1	Warning
2	Call home/Detention hour (2)
3	Detention hours (4)
4	Day in Choice Room
5	2 days in Choice Room
6	3 days in Choice
7	3 days in suspension
8	5 days in suspension
9	10 day suspension
10	Referral for expulsion

Category 2 Violations:

Skipping class(es)

Cheating (will also result in loss of credit on assignment/test/project)

Amorous Behavior

Neglect or improper use of a motor vehicle

Falsifying phone calls/forgery

Disruptive Behavior with Substitutes

Explosive/Fireworks

Offense	Consequence
1	Call home/Detention hours (2)
2	Detention hours (4)
3	1 day suspension
4	3 day suspension
5	5 day suspension
6	10 day suspension
7	Referral for expulsion

Category 3 Violations:

Matches/Lighters

Harassment

Abuse of school property

Gambling

Disrespect to staff/profanity directed at staff

Vandalism under \$100

Theft under \$25

Offense	Consequence
1	Call home/Detention hours (4-6)
2	1 day suspension
3	3 day suspension
4	5 day suspension

5	10 day suspension
6	Referral for expulsion

Category 4 Violations:

- Insubordination
- Theft over \$25
- Pornographic material
- Tobacco/Vape Products
- False accusations
- Indecency

Offense	Consequence
1	Call home/ 1-3 days suspension
2	3 day suspension
3	5 day suspension
4	10 day suspension
5	Referral for expulsion

Category 5 Violations

- Dangerous instruments
- Fighting
- Vandalism over \$100
- Possession of/use of/purchase of alcohol/ being under the influence of alcoholic beverages
- Larceny

Offense	Consequence
1	3 day suspension
2	5 day suspension
3	10 day suspension
4	Referral for expulsion

Category 6 Violations

- False alarms/ creating an emergency
- Intimidation
- Sexual Harassment
- Illegal entry/trespassing
- Sexting
- Assault and Battery
- Destruction, Vandalism, Defacing of School Property
- Demonstration
- Illegal Drugs/Drug Paraphernalia
- Sale and Transfer of Drugs or Alcohol

Offense	Consequence
1	10 day suspension
2	Referral for expulsion

Category 7 Violations

Weapons- Possession of firearms or dangerous weapons, use of any instrument as a weapon.

Arson

Criminal Sexual Conduct

Sexting

Verbal Assault/ Bomb Threat

Physical Assault student to student/ student to staff

Offense	Consequence
1	Referral for expulsion

HIGH SCHOOL

MARKS AND HONOR ROLL-HIGH SCHOOL

The following marks are awarded for work completed at Pinconning Area High School. The honor roll will be determined at the end of each marking period and posted on the office bulletin board. A “B” average (3.0) is required to be eligible for the honor roll. Students with excused absences for more than half of a grading period who have not had an opportunity to make up work will receive an “I” (incomplete) for that grading period. Students who are absent for extended periods of time and whose absence is excused are given one (1) school day for each day absent to make up work and have the “incomplete” changed to a grade. Excused absences are the only justification for an “I” grade. Students are responsible for making arrangements with the teacher to make up work when returning from an absence.

MARK/PERCENT HONOR POINTS

Mark/Percent	Honor Points
A 94-100%	4.00
A - 90-93%	3.70
B+ 87-89	3.30
B 83-86	3.00-2.70
B- 80-82	2.30-2.00
C+ 77-79	1.70-1.30
C 73-76	1.00-.70
C- 70-72	.00
D+ 67-69	Incomplete
D 63-66	
D- 60-62	
E 59 and below	
I Incomplete	

Advanced Placement courses will be scored on a 5.0 scale(weighted grade). Students enrolled in AP courses must complete a full year to receive a full weighted grade.

CLASSIFICATION OF STUDENTS (Grades 9 - 12)

Credits Needed - Class of 2019 & beyond 24

* Grade classification updates will only take place at the end of an academic year. Previously retained students may require more credit. Check with your counselor.

Credit Requirement Breakdown

FR= 0-5

SO=5.5-10

JR=10.5-15.5

SR=16-22

22 total credits required for graduation

EXPLORATORY AND ELECTIVE CLASSES

Physical education, computers, art, band, and choir may require the following:

1. Band instruments must be rented or purchased by students. Arrangements may be made for students financially unable to do so.
2. Choir and band have required performances and practices outside of regular school hours.
3. Art, computer, and shop students may at times wish to purchase materials for their projects.
4. Physical education students must change clothes for the gym. Specific information on acceptable clothing is provided the first day of class. Showers may be required on some days. To be excused from participation due to injury or illness requires a written excuse from an appropriate healthcare provider.

GRADUATION REQUIREMENTS

All ninth grade students will carry the following 6 classes: Biology, English, Math, Algebra, World Studies, Careers/Computer Lit., Physical Education, plus one (1) elective class. All students should check requirements in each of the following departments when planning schedules to ensure they have the correct amount and type of credits toward graduation.

All students must carry six classes. All students must attend eight (8) semesters of school in order to be eligible to graduate from PAHS. (Grades 9-12).

Possible Credits: 24 Required Credits: 22	*The following classes must be satisfactorily completed before graduation and must be taken in the year indicated. (Grades 9-12)*
Science: Six (6) Semesters	Two (2) in 9 th Grade Two (2) in 10 th Grade Two (2) in 11 th Grade
English: Eight (8) Semesters	Two (2) in 9 th , 10 th , 11 th , 12 th Grade
Mathematics: Eight (8) Semesters	Two (2) in 9 th , 10 th , 11 th , 12 th Grade
Physical Education: One (1) Semester	Your year of choice
Social Studies: Six (6) Semesters	Two (2) semesters World History in 9 th Grade Two (2) Semesters of U.S. History in 10 th Grade One (1) Semester of Government in 11 th Grade One (1) Semester of Economics in 11 th Grade
Health Education: One (1) Semester	Your year of Choice
Computers: One (1) Semester	Your year of Choice
Fine/ Applied Arts: One (1) Semester	Your year of choice.
Careers: One (1) Semester	This course will fulfill the MMC on-line credit.

REPORT CARDS-HIGH SCHOOL

The first, second marking period grades are NOT averaged to become the semester grade. Grades are CUMULATIVE from one marking period to the next. Example: If you received a B+ the first marking period and a B- the second marking period, your current grade for the semester at that point is a B-. High School report cards are issued six times a year. Report cards will be sent home with students one week after the end of each marking period. (Parents may pick up report cards the first week after the marking period.) Semester report cards will be mailed home. Any parent who does not receive a report card within two weeks from the end of a marking period should contact the Counseling Office.

ATTENDANCE POLICY-HIGH SCHOOL

Attendance is a factor that directly affects performance. The intent of the Board of Education is to ensure that students attend classes daily. It is important that the student and parent or guardian understand the importance of regular school attendance, and commit to this policy.

In place of a note, a parent or guardian listed on the Emergency Contact Form may call to excuse the student stating the student's name, person excusing him/her, date of absence, time, and reason for the absence.

An attendance award policy has been adopted by the Board of Education to encourage students to come to school, to reward students for very good attendance, and to encourage perfect attendance. Students who attend school consistently will have fewer difficulties achieving, and will develop good attendance patterns that will help them in life and in the job market.

Students must be in attendance for 90% of a term. If a student falls below the 90% attendance requirement, they must pass their class and receive at least a 60% on their end of course assessment in order to receive credit.

It is very important for parents to contact the school to distinguish between excused and unexcused absences. With excused absences, students can complete missing work and receive full credit.

All absences (excused and unexcused) count against the 90% attendance requirement except those that have been administratively approved. It is very important to have absences due to medical appointments excused with a physician's note. Medical appointments without a physician's note will count against the 90% requirement.

Absences that will not count towards the 90% attendance requirement are those that are school related (e.g. field trips, athletic events, [2] college visits or post-secondary career interviews), suspensions, verified with a doctor's note, memorial card, or court subpoena. Administrator and Teacher may exercise their professional discretion to excuse absences based on socioeconomic, environmental, health, and other hardships that may have affected the educational process.

Attendance concerns will be addressed with parents by the following communication methods.

1. Parent contact by phone from the Attendance Office upon every absence per class.

2. Parent contact by letter from the Attendance Office upon 5 absences per class each semester. This letter will restate the 90% requirement and what is needed to earn credit.
3. Conference with student, parent, and building principal upon 8th absence. This may be a conference call or in person and will discuss what is needed to earn credit.
4. Student notification when below 90% attendance for the semester.
5. When attendance for the semester will be below 85%.

Awards:

The following awards will be given annually based upon the student's attendance:

- Exemplary Attendance: Three (3) days or less missed (up to 18 hours)
- Perfect Attendance: Zero (0) days missed (0 to 3 hours)

Tardiness affects the educational process of learning by causing disruptions in the classroom. Therefore, students are expected to be on time for all classes. A student must be in the classroom before the bell rings to begin class.

It is the expectation of the Board of Education that students who provide their own transportation to school be on time. Failure for any reason, car trouble, traffic, etc., will result in a tardy or unexcused absence. This will result from 3 cumulative tardies as opposed to 2 tardies per class. 3rd, 4th and 5th tardy will result in a lunch detention. All tardies after that will result in 2 hour Saturday detention. If Saturday detention goes unserved we will follow the handbook policy on unserved Saturday detention.

- Up to 15 minutes late = 1 tardy
- At or past 15 minutes = Absence

MEDIA CENTER

- The Media Center will be open for students to use before, during and after the regular school day.

- Books, periodicals and vertical file materials are checked out for a period of two (2) weeks. A fine of ten cents (.10) per day, per item, will be charged after the due date. This fine will not exceed the cost of the material. Students with overdue materials or fines will not be allowed to check out other materials.

- A list of unpaid fines will be compiled by the librarian at the end of each semester. Students must pay these fines at the Media Center. At the end of the school year students with unpaid fines will have their report cards held in the Student Activities Office until the fine has been paid. All bills at the Student Activities Office must be paid prior to completion of Driver Training and participation in Commencement ceremonies.

- Computers and printers are available for students. Students bringing work to school from another computer must have their disk scanned for viruses. Periodical and newspaper indexes are available on the Internet.

- Students may not operate the copiers in the media center.
- Students are encouraged to use the Media Center often. The staff is always willing to assist students with instruction on the use of equipment and materials available.

- **The Internet is for research and school work only. No email or games allowed.**
- Students will use their identification card or student I.D. # when borrowing or renewing items from the library.

EARLY SENIOR EXIT INCENTIVE

This incentive is to reward the seniors that have met the graduation requirements of Pinconning High School. In order for the senior student's last day to be May 24, 2024 they must meet the following requirements:

1. Turn in early release paperwork to the High School Office by the assigned due date.
2. All outstanding student fees paid in full at the Athletics/Bookstore or online
3. Volunteer hours completed and turned in to the High School Office
4. No detention time or suspension hours to serve
5. Passing grades in all courses
6. All sports equipment turned in to the Athletic Office
7. All books and materials returned to teachers no later than May 24th
8. All attendance appeals turned in to the High School Office
9. Must adhere to the 90% attendance policy as described in the Handbook
10. Attend and complete final exams (FINAL EXAMS FOR ELIGIBLE SENIORS WILL BE MAY 22-23 2024).
11. Seniors who do not meet the above requirements will be expected to attend school until the original release date of June 4th. Early Release paperwork will be available beginning February 8 and will need to be submitted no later than April 5 to the High School Office for processing. No exceptions will be made.

Final determination for seniors who are eligible for early release will be processed by May 13. Notice will be given to the student no later than May 23. All seniors will still graduate on June 1 and will be required to attend commencement exercise rehearsal at Noon on that same day on the football field.

This policy has been implemented to offer incentive for seniors to be dismissed from attending school during the last official week of the school calendar. Administration has the authority to revoke this privilege at any time at their discretion. If you have any questions or concerns, please contact Mr. Woodruff.

MICHIGAN MERIT EXAMINATION

Pinconning High School students must complete either the Michigan Merit Exam or MI-ACCESS tests when scheduled by the district, during the 11th grade year. Participation in the State of Michigan Assessment program is a requirement for graduation from the Pinconning High School. Exceptions to this requirement must meet with Board approval.

GRADUATION - ACADEMIC RECOGNITION

High Distinction = 3.7 GPA (Gold and Cowl)

Distinction = 3.5 GPA (Gold)

Academic Honors = 3.3 GPA (Silver and White)

Academic Cords = 3.0 (GPA (Silver)

VALEDICTORIAN, SALUTATORIAN, ETC.

Senior class rank, graduation honors (High Distinction, Distinction, Honors, Gold Cords, Academic Excellence, Valedictorian, and Salutatorian) are determined by the cumulative grade point average upon completion of the seventh semester. Official final class standings and GPA will only be updated after a final audit occurs after completion of the seventh semester.

ACADEMIC EXCELLENCE AWARD

The following Academic Excellence award program was approved by the Board of Education at its regular meeting of June 10, 1991 to:

- reward those who have achieved high academic standing
- provide an incentive program for other students to strive for those high standards

Academic letters will be awarded to any student in grades 9-12 who carries a cumulative GPA of 3.3 at the end of an academic year, all classes included. Each subsequent year, that student will be awarded a pin for maintaining that grade point or higher. The pins will be engraved with "2nd Year", "3rd Year", and "4th Year".

The letters will be awarded at an assembly in the fall of the year following the academic year in which the award was earned. The one exception to this procedure is that a senior will receive an academic excellence award at the Senior Awards Night held in May based on his/her cumulative GPA through the first semester of the senior year.

A transfer student will have no restrictions if the stated GPA requirements have been met and he/she did attend classes at Pinconning Area High School the semester before the award assembly or, if a senior, that same semester.



Universal Accommodations



As a district, we are committed to meeting the diverse needs of our student population. Below is a list of accommodations that all teachers will use for students to ensure their success.

Test Taking Local Assessments	Daily Instruction	Homework/Organization
Simplify, repeat, and clarify directions Small Group/alternative setting Extended time	Simplify, repeat, and clarify directions Extra copies of notes Alternative Assignment Word banks Record lesson Fill in note guide	Organizers Planners School/Home Communication Tool
Environmental	Behavior	
Preferential Seating Minimize Distractions Flexible Seating Headphones- when working	Breaks Minimize Distractions Behavior Plan/Contract Sensory Tools	

RENAISSANCE PROGRAM

This Renaissance Program is an incentive program which rewards students in grades 9 - 12 for good grades, good behavior and good attendance. It was implemented during the 91-92 school year and is based upon the corporate concept: What gets rewarded gets accomplished.

The Renaissance Award gives students many chances to receive donated merchandise through random drawings, free field trips and T-shirts, and so forth. Qualifying Criteria:

Gold Award	<ul style="list-style-type: none"> ❖ 3.7 Grade Point Average or higher - No E's for semester grades - No unexcused absences - No suspensions or detentions - No cheating offenses
Green Award	<ul style="list-style-type: none"> ❖ 3.0 – 3.6 Grade Point Average or ❖ Grade Point Average increased by .5 or ❖ Perfect attendance - No E's for semester grades - No unexcused absences - No suspensions or detentions - No cheating offenses

Behavior clause: Behavior warnings are allowed. Any offense resulting with in-school/ out of school suspension will result in removal from Renaissance. Multiple classroom referrals will also result in removal from Renaissance.

Pinconning High School Aggressive Behavior Rubric Misconduct related to bullying/violence student to student:

A safe environment where others are accepted and valued is the most educationally effective environment. The Pinconning High School Staff has committed to make sure that all students feel safe at school and developed a definition of bullying/violence and the consequences that will result from these types of behavior. Any behavior fitting this definition will have consequences applied using the rubric developed by the Pinconning Area School Bullying Committee. The rubric is a guideline only, and may be adjusted as permitted by law and Board Policy.

BEHAVIOR:	First Offense	Second Offense	Third Offense
<p>Horseplay “Goofing around” or horseplay that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling /teasing where there is no imbalance of power.</p>	<p>15 second intervention Warning</p>	<p>15 second intervention Student /staff calls home</p>	<p>15 second intervention Student/teacher calls home 2 Hrs. Detention</p>
<p>Level 1- Mild Aggression Teasing, name calling, taunting, spreading rumors, ridiculing, directed profanity, or other behavior that would hurt others feelings, written or spoken.</p>	<p>15 second intervention Student/staff calls home 1 hour Detention</p>	<p>15 second intervention Student/staff calls home 2 hours Detention</p>	<p>15 second intervention Student/teacher calls home 1 day Suspension</p>
<p>Level 2- Moderate Aggression Physical contact - imitation: pushing, shoving, grabbing, tripping, hazing, etc. Promoting fighting Verbal or other intimidation: threats of physical or emotional</p>	<p>15 second intervention Student/staff calls home Reflection with staff member 2 hours Detention</p>	<p>15 second intervention Student/staff calls home Reflection with staff member 4 hours Detention</p>	<p>15 second intervention Student/staff calls home Reflection with staff Suspension for remainder of day, possible continuation for 1-3 days</p>

<p>aggression, planned exclusion, in-person or through social media where there is an imbalance of power. Personal property: disrespect of personal property to intimidate or harm another.</p>			
<p>Level 3: Severe Aggression Physical contact intending to injure or resulting in injury: hitting, kicking, fighting and similar behavior that risks injury to others. Intimidation: ethnic/ sexual harassment, stalking, severe threats of emotional or physical violence, etc. in person or through other social media. Personal property: stealing or destruction of personal property in order to intimidate or harm another.</p>	<p>Staff Intervention</p> <p>Building Principal calls home</p> <p>Optional Parent/Building Principal conference</p> <p>1-5 days suspension</p>	<p>Staff Intervention</p> <p>Building Principal calls home</p> <p>Parent/Building Principal conference</p> <p>5-10-day suspension</p> <p>Behavior intervention plan developed</p>	<p>Staff Intervention</p> <p>Building Principal calls home</p> <p>Parent/Building Principal conference</p> <p>Possible referral for long term suspension/expulsion</p>

(Other Major Violations)

Note: Building Principal discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement for offense based on the circumstances, severity, and/or one's previous disciplinary profile, and all other factors including those requiring consideration under law or by Board Policy. Students violating behaviors in excess of three offenses may be placed on an individual contract with additional consequences.

Weapon, Arson or Criminal Sexual Conduct

Michigan Compiled Law, Section 380.1311 of the Michigan Revised School Code, may require a school district to permanently expel a student in grade 6 and above, who possesses a dangerous weapon, or commits arson or criminal sexual conduct.

Verbal Assault and Bomb Threats

Michigan Compiled Law, Section 380.1311a. Of the Michigan School Code, requires a school district to suspend or expel any student in grade 6 or above who commits verbal assault, as defined by school board policy, against an employee or volunteer of a school district or makes a bomb threat or similar threat at a school building, other school property, or a school related event.

Physical Assault-Student-Student

Michigan Compiled Law, Section 380.1310 of the Michigan Revised School Code, authorizes a school district to suspend or expel up to 180 days. Any student in grade 6 or above who commits physical assault against another student.

Physical Assault-Student to Employee or Volunteer

Michigan Compiled Law, Section 380.1310 of the Michigan Revised School Code, authorizes a school district to permanently expel any student in grade 6 or above who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, shall be expelled permanently.

Sec. 1310d.

1. Before suspending or expelling a pupil under section 1310, 1311(1), 1311(2), or 1311a, the board of a school district or intermediate school district of board of directors of a public school academy, or a superintendent, school principal, or other designee under section 1311(1), shall consider each of the following factors:
 - a. The pupil's age.
 - b. The pupil's disciplinary history.
 - c. Whether the pupil is a student with a disability.
 - d. The seriousness of the violation or behavior committed by the pupil.
 - e. Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
 - f. Whether restorative practices will be used to address the violation or behavior committed by the pupil.
 - g. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

2. Except as provided in subsection (3), this section applies to give the board of a school district or intermediate school district or board of directors of a public school academy, or its designee, discretion over whether or not to suspend or expel a pupil under section 1310, 1311(1), 1311(2), or 1311a. In exercising this discretion with regard to a suspension of more than 10 days or an expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the board or board of directors, or its designee, can demonstrate that it considered each of the factors listed under subsection (1). For suspension of 10 or fewer days, there is no rebuttable presumption, but the board or board of directors, or its designee, shall consider each of the factors listed under subsection (1).
3. This section does not apply to a pupil being expelled under section 1311(2) for possessing a firearm in a weapon free school zone.
4. Except as provided in subsection (3), consideration of the factors listed in subsection (1) is mandatory before suspending or expelling a student under section 1310, 1311 (1), 1311 (2), or 1311a. The method used for consideration of the factors is at the sole discretion of the board of a school district or intermediate school district or board of directors of a public school academy, or its designee.
5. As used in this section:
 - a. "Expel" means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days.
 - b. "Firearm" means that term defined in section 1311.
 - c. "Suspend" means to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days. (d) "Weapon free school zone" means that term as defined in section 1311.

This information is already listed in the suspension section.

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

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

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

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

Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.

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

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

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

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

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place or a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person’s property; or to intentionally interfere with or block a person’s

movement without good reason. **“Staff”** includes all school employees and Board members.

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

2. 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 or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Pinconning Area School district bullying policy can be found in its entirety at www.pasd.org.

Student Volunteer Service 20 Hour Graduation Requirement

Community involvement is critical to success in education. Students who participate in community service build an awareness of society and make a connection between classroom and real world issues. Student service is a method through which students learn about and develop a commitment to addressing needs in their own community. As a graduation requirement it provides students with the opportunity to develop a long-lasting sense of responsibility to society.

Students learn and develop through active participation through volunteering that is conducted in and meets the needs of a community. Students can provide service in the community, school, non-profit organizations, charitable and governmental organizations.

All volunteer hours must be documented on the approved Student Volunteer Service Form and submitted to the Counseling office for approval. Hours must be turned in within 30 days of service/event. Summer volunteer hours must be turned in by October 1st of the following school year. Hours will not be accepted from previous years or hours that were not turned in on time. It is the responsibility of the student to obtain and return the Student Service form to the Counseling office. Forms that are not filled out correctly will NOT be accepted. Hours will be posted each month outside the high school office on the volunteer board. Students may start earning volunteer hours as soon as

they are promoted to ninth grade. All hours for graduation must be completed one week prior to graduation.

Due to COVID related issues the past two years, each grade's requirements may vary. Please see a member of administration for clarification.

Forms are available in the high school/middle school counseling office or on the district webpage www.pasd.org.

The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project.

What qualifies as volunteer service?

- School coordinated activities.
- Community/Non-Profit based organizational activity.
- Elderly or disabled private citizens.

What won't qualify?

- Paid service.
- Service for a For-profit business or capable, private citizens.
- Service that earns school credit or service during school hours.
- Religious instruction.
- Political activities or activities intended to persuade/influence others.
- Service that is directed to benefit a family member.
- Mandatory service as a result of disciplinary action taken by a school or courts.

MICHIGAN MERIT CURRICULUM

The Michigan Merit Curriculum requires students entering 8th grade in 2006, to obtain a minimum of 16 credits for graduation which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs.

The new law also requires students to have an online course or learning experience. For a student to meet this requirement, the student must meet either of the following, as determined by the school district or public school academy: 1) Has successfully completed at least 1 course or learning experience that is presented online, as defined by the Michigan Department of Education (MDE); and 2) The student's school district or public school academy has integrated an online experience throughout the high school curriculum by ensuring that each teacher of each course that provides the required credits of the Michigan merit curriculum has integrated an online experience into the course.

In addition, students entering the 3rd grade in 2006 will need to complete two credits of a language other than English in grades 9-12; OR an equivalent learning experience in grades K-12 prior to graduation. High School Content Expectations and Course/Credit Content Expectations and Guidelines are available on the Michigan Department of Education's high school web page at www.michigan.gov/highschool.

Michigan Merit Curriculum High School Graduation Requirements	
MATHEMATICS* - 4 Credits	
Algebra I [†] Algebra II [†]	Geometry [†] One math course in final year of high school
ENGLISH LANGUAGE ARTS - 4 Credits	
English Language Arts 9 [†] English Language Arts 10 [†]	English Language Arts 11 ^{†††} English Language Arts 12 ^{†††}
SCIENCE - 3 Credits	
Biology [†] Physics [†] or Chemistry [†]	One additional science credit
SOCIAL STUDIES** - 3 Credits	
.5 credit in Civics ^{††} U.S. History and Geography ^{†††}	.5 credit in Economics ^{††} World History and Geography ^{†††}
PHYSICAL EDUCATION & HEALTH** - 1 Credit	
VISUAL, PERFORMING AND APPLIED ARTS* - 1 Credit	
ONLINE LEARNING EXPERIENCE* Course, Learning or Integrated Learning Experience	
LANGUAGE OTHER THAN ENGLISH** - 2 Credits In grades 9-12; OR an equivalent learning experience in grades K-12	

EDGENUITY

Edgenuity is a program now offered to students who need help in core classes. This program may be utilized in a variety of ways. Students who have unsuccessfully attempted a class may sign up for the class delivered by Edgenuity. Students may also utilize the program during class as assigned by a teacher or after school in a tutoring program.

PATHWAYS CURRICULUM

Arts & Communication - Technical or Professional
Business, Management, Marketing & Technology - Technical or Professional
Health Sciences - Technical or Professional
Human Services - Technical or Professional
Engineering/Manufacturing & Industrial Technology - Technical or Professional
Natural Resources & Agriculture science - Technical or Professional

TESTING OUT OF CLASS

(Section 380.1279b of the Michigan School Code)

The School Improvement Committee of Pinconning Area High School recommends that the Pinconning Area High School's Board of Education grants credit by examination for high school courses in accordance with the following guidelines:

Eligibility

A student who wishes to test out of a course must notify the high school Building Principal in writing by the 2nd week of September for Semester 2, and by the 2nd week of March for Semester 1 of the following year. Test out testing dates will be during the school year and scheduled by high school Building Principal.

Testing Provisions

- A. Tests will be administered by certified personnel before August 15th.
- B. Tests will be drawn from a bank of exams which will be comparable to the exams given in the individual class; the test will be scored by the appropriate department using the standard established by the department.
- C. In some courses, a special project may be required in lieu of, or in addition to, the exam.
- D. Except for semester-length courses, testing will be for a full year of the course. Time allowed for the exams will be the same as the amount of time scheduled for the exams during the normal exam period.
- E. Students must score a minimum of 78% on the exam in order to successfully test out of a course.

3FCredits

- F. Credit earned by testing out may be used to fulfill a department requirement for graduation.

- G. Credit earned shall not apply toward the total number of graduation credits needed. Exceptions may be made for students transferring into PHS. A pass notation will appear on the transcript and will not be used to compute GPA.
- H. Once a credit is earned in any fashion, courses previous in sequence shall be excluded from consideration for credit by examination testing.
- I. Students may not test out of remedial programs (reading tutorial, math tutorial, all special education courses) or elective courses.

What the Michigan Merit Curriculum Law Says

Sec. 1278(a)(4)(c) A school district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

PERSONAL CURRICULUM

Students following the M.M.C. may be able to follow a personal curriculum. The personal curriculum must be requested by a parent, student of legal age or staff member. Forms can be found in the high school office and when completed should be turned in to the high school principal.

A personal curriculum may be appropriate for a student who has demonstrated one or more of the following:

- Ability in a specific skill area consistent with a career pathway and/or a post-secondary goal or plan as determined by the EDP that requires additional or specialized instruction when there are limitations in time available for elective opportunities.
- Ability to succeed in accelerated or advanced math, science, English language arts, or world languages.
- Desire to complete math requirements, including the first half credit of Algebra II, through CTE or other programs.
- Eligibility for special education services and a documented need to make Modifications determined to be necessary because of the student's disability.
- Lack of progress on the MMC despite documented interventions, supports, and accommodations for a student with an IEP.
- Transferring from out of state or from a nonpublic school after successful completion of the equivalent of two years of high school credit.

DUAL ENROLLMENT

(1995 PA 130 - State School Aid Act)

Dual enrollment in a high school and post-secondary institution is available to eligible high school students. This is subject to change with legislation. See your counselor for eligibility details.

Guidelines for Dual Enrollment:

- Students must qualify according to State of Michigan requirements.

- A student must be dually enrolled in the district high school and the post-secondary institution during the district's regular academic year.
- The district may pay tuition and fees only for those courses not offered by the district and which are academic courses not normally taken as an activity course.
- The high school principal will approve all dual enrollment requests prior to the student enrolling in the post-secondary institution.
- The student will be responsible for transportation to and from the post-secondary institution.
- A course registered for by a student without the accompanying college dual enrollment application form will be billed directly to the student.
- A student is no longer eligible when all high school graduation requirements have been met.
- The student is responsible for buying his/her own books.
- Students must carry a cumulative grade point average of 3.000.
- Students may enroll in a total of two classes per semester.
Students will be charged for tuition and fees for classes dropped or not successfully earning credit.

BAISD EARLY MIDDLE COLLEGE

Guidelines for Pinconning Area Schools

The following are a list of important items to consider before officially be accepted into the Great Lakes Early College Program:

Students in the program are not eligible to become their class valedictorian or salutatorian.

- Students may participate in athletics and co-curricular activities at Pinconning Area Schools.
- Students may choose to participate in commencements with their graduation class. Students may be identified as Early College students at commencements.
- Students in the Early College Program may be responsible for their own transportation to and from the program.
- Students who enter the program remove themselves from being calculated in the class rank for their class at Pinconning High School.
- Students who transfer back from the Early College Program may become off track from graduating with their class (freshman cohort).

HS EXEMPTION FROM PHYSICAL EDUCATION

- Students will have two years to complete the athletic participation indicated on the form, otherwise they will be required to add a traditional PE course to their junior or senior class schedule.
- If a student has not completed a full season of athletics prior to starting his/her junior year, the student may be placed in a PE course. If they have not completed a full session by the start of the senior year they will automatically be placed in a PE course at Pinconning High School by a High School Counselor.

- Students must complete the full season in order for their participation to qualify for the PE exemption. Any season during which a student quits or is cut from the team cannot be used to meet the one season requirement.
- If a student has participated fewer than 60 hours during a season due to ineligibility, suspension due to a Code of Conduct violation, or injury, the season cannot be used to meet the requirement.
- Other activities outside of the school-sponsored (club sports, travel teams, etc.) cannot be counted toward the Physical Education requirement.

Approved Interscholastic Athletics and Activity

B/G Cross Country	B/G Golf	Football
B/G Soccer	Volleyball	B/G Basketball
Wrestling	Baseball	Softball
B/G Track	Cheerleading**	Pom Pon **
	Marching Band	

**Cheerleading and Pom Poms will be based on participation in one full year (or two seasons) to receive PE exemption credit. It is the responsibility of the student to inform his/her counselor that PE will need to be added to his/her high school schedule during his/her junior or senior year. In order for the physical education requirement to be excused, this form must be turned in to the Pinconning High School Counseling Office by the scheduling deadline.

GRADE UPDATES

Pinconning Area High School/Middle School continues to use report cards to keep parents informed of student progress in classes. It is vital that the parents see the progress report that students are given at the end of each marking period. Interim progress reports will be available via Skyward. If parents want a paper copy they can submit a request to the lead secretary and one be sent home. Parents will be notified by the school messenger.

CAREER CENTER STUDENTS

All cars must be parked on campus and are subject to all regulations regarding the student parking lot. Career Center students must drive directly from campus to the Career Center. Cruising, parking, picking up non-career center students and loitering are strictly prohibited and will subject the violator to discipline, including loss of driving privileges.

SENIOR CLASS/GRADUATION

- 1) The Senior Class is required to leave a minimum of \$100.00 in the activity account to take care of any delinquent bills. Any additional balance may be donated by the class to a specific school project, or be donated to the Student Council.

- 2) All individual school bills, such as shop projects, lost and/or damaged books, class dues and library fines must be paid prior to the date set for commencement.
- 3) New caps and gowns and gold cords shall be worn as directed by the High School Principal.
- 4) Appropriate dress for commencement for girls is a dress (blouse and skirt), dress shoes; for boys, an appropriate dress shirt, tie, dress slacks, socks and dress shoes.
- 5) All decorated caps must be approved one week prior to commencement by an Building Principal and/or class advisor.
- 6) No senior will be permitted to participate in commencement who has not earned the minimum requirements necessary for graduation. Seniors who may be in danger of not fulfilling graduation requirements will be notified by mail after the first and second marking periods of the first semester and by personal contact at the end of the first semester.
- 7) Seniors must be passing all classes required for graduation at the end of the fifth marking period. At that time, any seniors failing a class or classes necessary for a diploma will be removed from the commencement exercises list. If a student does meet the requirements by the end of the year, his/her name will be returned to the commencement exercises list.
- 8) All detention time must be completed prior to participating in commencement.
- 9) For a student to qualify to participate in the commencement exercises he/she must be enrolled in the high school for the entire second semester of the Senior year.
- 10) Foreign exchange students may participate in Senior Awards Night, but not in commencement exercises.

STUDENT PARKING LOT

All students must park in the east parking lot (nearest to PJ's Pizzeria) during school hours. Any students who do not park in the designated student parking area, may have parking privileges revoked by the Building Principal. Students are permitted to park on the school premises as a matter of privilege, not of right. The school district retains the authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such inspections may be conducted without notice, without student consent and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

All students who wish to park on campus must display a parking permit from the High School Office. Vehicles must be locked at all times while parked on school property. Students must show proper driving

habits while parking and when entering/ leaving the school parking lot as set forth by the State Office of Driver Education and by law.

Smoking and the consumption and/or possession of alcoholic beverages or the use and/or possession of drugs are not allowed in any vehicle parked or moving on school property. No student is allowed to drive a vehicle or ride (except directly to the Skill Center or by written permission of a school administrator) during any lunch period. Students who do not follow this procedure will be suspended. Parking is permitted in designated areas only. Suspension from school is the penalty for failing to obey all parking rules and regulations. Cars may not be accessed during school hours including lunch. Students are not allowed to loiter in the parking lot at any time. The Pinconning Area School District is in no way responsible for property damage or personal injury as a result of a student holding a permit to park on school property. The student's parent/guardian accepts all responsibility upon the submission of the parking permit application.

Cost of the permit is \$20.00 per year, \$10 after 1st semester. Applications for parking permits must be submitted prior to the beginning of each semester. Parking permits are valid for the entire school year. Student parking lot in the parking lot near the old Hardees. Numbered parking spot assigned. September 14 is the deadline w/ student parking payment.

CLASS DUES

Class dues have been assessed at five dollars (\$5.00) per year (9-11 grades). Senior class dues will be assessed at whatever amount is needed to meet the obligations of that class.

Class dues are due and payable before the end of each school year. If students do not pay their dues for the current school year, class projects (i.e., homecoming float & hall decorations) cannot be funded. No class schedule will be issued to any students who have not paid their class dues to date.

OPEN CAMPUS LUNCH POLICY

Open-campus lunch is a privilege and the Building Principal has the right to revoke off campus lunch privileges if the student has multiple discipline referrals or has multiple failing grades. It is at the discretion of the Building Principal to determine which students will have off-campus lunch. Students are not allowed to drive off-campus for lunch.

WIRELESS COMMUNICATION DEVICES (WCD)

A student may possess a WCD in school, on school property, at after school activities and at school functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. The WCD must remain off during class periods unless the teacher requests that the students use them for educational reasons. They must also remain off in locker rooms and restrooms. The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff "Have reasonable expectations of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and

including suspension, loss of privileges, and may be recommended for discipline up to and including expulsion.

STUDENT CONDUCT - VIOLATIONS AND PENALTIES HIGH SCHOOL/MIDDLE SCHOOL

Minor cases of student misbehavior in the classroom may warrant a teacher speaking to parents/guardians by telephone or referring the student to the Student Services Office. If the student's behavior continues to be a problem that requires Administrative assistance, a Disciplinary Referral Form will be sent to the main office with the teacher's aide or another student. The School Building Principal will determine what action will be taken.

At any time during the discipline procedure, the Principal may remove privileges, such as but not limited to, attending assemblies, driving to school, leaving campus during lunch time or attending school activities.

SNAP SUSPENSION (debarment)

A teacher is authorized to immediately cause the removal and suspension of a student from class, subject or activity for up to one school day when the student's behavior interferes with the teacher's ability to effectively teach or manage the class, subject or activity.

A student receiving a teacher-imposed suspension shall not return to the class, subject or activity from which the student was suspended until the passage of one full school day from the time of the student infraction and/or a meeting between the teacher and student to discuss a return to class.

At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student conduct does not qualify for further suspension or expulsion in accordance with board of education policy and the Student Code of Conduct.

All teacher-imposed suspensions shall be applied in a manner consistent with applicable Pinconning Public Schools student discipline procedures, as well as federal and state laws for students determined to be eligible for special education programs/ services or reasonable accommodations for their disabilities.

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 can 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 Principal. Students who are unable to work to change their negative behavior through the RTP process may be suspended or expelled from school.

DENIAL OF SCHOOL ATTENDANCE INCORRIGIBLE

Denial of school attendance - The board of education may deny attendance at any of its schools by expulsion to any pupil who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board and as permitted by law and board policy, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils. Any pupil having been expelled may be readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such readmission shall not prevent the board from again expelling such pupil for cause.”

LUNCH DETENTION POLICY

Students will receive a lunch detention for every 3rd tardy, for all classes. Tardies after 5 may result in after school detention, ISS, Saturday detention, and/or loss of student privileges.

Each lunch detention will be served as soon as assigned.

Students will be allowed to bring their lunch or can use their lunch detention pass to cut to the front of the line in the cafeteria. Lunch detention will start for HS immediately after the 3rd hour. Lunch detention for MS will be immediately after the 4th hour.

First time missing lunch detention will be a warning. The 2nd missed lunch detention will result in 3 hours of Saturday detention.

Unexcused Absences:

3. Skipping classes: If a student is not in attendance at school, and the absence is not confirmed as excused by a note from the parent/guardian within two days, that student will have been skipping school and will receive an unexcused absence. For each hour that is skipped, the student will be required to serve two hours of detention time.
4. Leaving school without checking out at the Attendance Office: Permission to leave school during the school day (with the exception of lunch time for students in grades 9 – 12 may be granted in cases of emergency or confirmed medical appointments. Students must check out at the Attendance Office. A parent or the person approved by the parent on the Emergency Contact Form will be contacted prior to releasing any student.

Suspensions:

Out-of-School suspensions will not count toward the 90 % requirement. Students will lose participation points (as defined by the teacher) during days of suspension. The responsibility for makeup work rests with the student. Suspended students shall be denied the privilege of participating in any school functions during the suspended period. All records and documentation regarding the suspension shall be maintained in the principal’s office.

DETENTION

After School Detention will be served on Tuesday, Wednesday or Thursday's or a combination of all three throughout the school year. Availability of After School Detention will be based on student need to serve detention and staff availability.

Saturday detention will be held once per marking period for circumstances where it is needed, as determined by the high school Building Principal .

Detention is served at the Advancement Academy.

Rules and Regulations

A. Detention must be served in a time block as assigned.

B. Breaks are permitted.

1. Restroom and drinks of water inside of building
2. Breaks are 5 minutes.

- | | |
|----------------------|-----------|
| a. 2 hours or less - | No breaks |
| b. 3 to 4 hours | 1 break |
| c. 5 to 6 hours | 2 breaks |

Note: If more breaks are needed a medical note is required and break times will not count as detention time.

C. No Show Penalty

1. 1st No Show -Only one acceptable No-Show excuse per semester is allowed.
2. 2nd No Show -Add 3 hours to existing detention.
3. 3rd No Show -Add one-day Suspension to existing detention

D. Rules and Behavior at detention

1. Must come prepared and do school work, reading, or work will be assigned.
2. No talking.
3. Assigned seats (no moving around).
4. No Cellphones allowed in the detention room.
5. No headphones, etc.
6. No food, etc.
7. No sleeping.
8. No behavior deemed inappropriate during detention.
9. Assigned work to be turned in at end of time to be served

Student Discipline Plan for Pinconning Middle School Students

The point system is categorized by levels of severity. The higher the category the more severe the infraction and therefore the more potential for earning points. Each category is "up to" a certain point level. A student may earn only partial points for an infraction as each individual situation is different.

All category 1 infractions will be assigned up to 10 point value, All Category 2 violations will be assigned up to a 15 point value, All Category 3 violations will be assigned up to a 17 point value, All Category 4 violations will be assigned up to 20 point value, All Category 5 violations will be assigned up to a 25 point value, All Category 6 violations will be assigned up to a 50 point value, and All Category 7 violations will be assigned up to a 100 point value of each offense to cumulatively count toward the maximum of 100 points each student can accrue. When/If a student accrues 100 points, they will be referred to the Board of Education for possible expulsion.

It is up to the discretion of the administrative team to appropriately assign points. Throughout the marking period students will have the ability to earn points back for infractions by using a multitude of restorative practice measures. The student must submit a letter to the Building Principal emphasizing that they wish to earn points back and the student, administrators, teacher and parent may be involved in coming up with a plan to earn points back if the administrative team feels it is appropriate given the circumstances, and time between the said infraction or infractions.

Category 1 Violations:

- Disruptive dress code
- Distracting/Disruptive Behavior, Materials, or Activities
- No show for detention
- Misuse of lockers
- Tardiness/Failure to comply with attendance policies
- Misuse of school computers
- Loitering/ Trespassing
- Closed campus violation
- Cell Phones/Electronic Communication Device
- Disobedience
- Abusing Parking Privileges
- Misuse of School Computers/Related Equipment

Offense	Consequence
1	Warning
2	Call home/Detention hour (2)
3	Detention hours (4)
4	Day in Choice Room
5	2 days in Choice Room
6	3 days in Choice
7	3 days in suspension
8	5 days in suspension
9	10 day suspension
10	Referral for expulsion

Category 2 Violations:

Skipping class(es)
 Cheating (will also result in loss of credit on assignment/test/project)
 Amorous Behavior
 Neglect or improper use of a motor vehicle
 Falsifying phone calls/forgery
 Disruptive Behavior with Substitutes
 Explosive/Fireworks

Offense	Consequence
1	Call home/Detention hours (2)
2	Detention hours (4)
3	1 day suspension
4	3 day suspension
5	5 day suspension
6	10 day suspension
7	Referral for expulsion

Category 3 Violations:

Matches/Lighters
 Harassment
 Abuse of school property
 Gambling
 Disrespect to staff/profanity directed at staff
 Vandalism under \$100
 Theft under \$25

Offense	Consequence
1	Call home/Detention hours (4-6)
2	1 day suspension
3	3 day suspension
4	5 day suspension
5	10 day suspension
6	Referral for expulsion

Category 4 Violations:

Insubordination
 Theft over \$25
 Pornographic material
 Tobacco/Vape Products
 False accusations
 Indecency

Offense	Consequence
1	Call home/ 1-3 days suspension
2	3 day suspension
3	5 day suspension

4	10 day suspension
5	Referral for expulsion

Category 5 Violations

Dangerous instruments

Fighting

Vandalism over \$100

Possession of/use of/purchase of alcohol/ being under the influence of alcoholic beverages

Larceny

Offense	Consequence
1	3 day suspension
2	5 day suspension
3	10 day suspension
4	Referral for expulsion

Category 6 Violations

False alarms/ creating an emergency

Intimidation

Sexual Harassment

Illegal entry/trespassing

Sexting

Assault and Battery

Destruction, Vandalism, Defacing of School Property

Demonstration

Illegal Drugs/Drug Paraphernalia

Sale and Transfer of Drugs or Alcohol

Offense	Consequence
1	10 day suspension
2	Referral for expulsion

Category 7 Violations

Weapons- Possession of firearms or dangerous weapons, use of any instrument as a weapon.

Arson

Criminal Sexual Conduct

Sexting

Verbal Assault/ Bomb Threat

Physical Assault student to student/ student to staff

Offense	Consequence
1	Referral for expulsion

WEAPONS

Michigan State Law, Section 380.1311 of the Michigan School Code, states that if a student possesses a dangerous weapon, commits arson, or commits Criminal Sexual Conduct in a school building, on school grounds, or at a school-sponsored activity, the student may be permanently expelled from the School District.

Permanent expulsion may also be imposed for committing Criminal Sexual Conduct against a student enrolled at Pinconning Area Schools, regardless of where that occurred. If permanent expulsion is imposed, reinstatement may not occur before 180 school days after the date of expulsion.

Possible reinstatement may be petitioned for after 150 school days.

DISRUPTIONS & INTERFERENCES WITH THE EDUCATIONAL PROCESS

- ❖ Any student who, while at school or at school-sponsored activities, incites, encourages, promotes, or participates in a riot, sit-in, a walkout, a blockage of entrances, a trespass violation, or otherwise substantially or materially interferes with normal educational processes, shall be subject to appropriate discipline, and such student may be charged by law enforcement with violating applicable municipal, state and/or federal laws.
- ❖ Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises, other than those sponsored by the school, must obtain prior approval from the Principal. Before approving such a request, the Principal should determine that no objectively reasonable probability exists that the demonstration or meeting will interfere with the rights of others or substantially or materially disrupt the educational process. Any student who is denied such a request may appeal the adverse decision in writing to the superintendent who shall render his/her decision within one (1) school day after the appeal is filed.
- ❖ Any student who interferes with, assaults, or injures an employee, volunteer, contractor, or student of a school district may be suspended from school and may be recommended for expulsion. Such students may be charged by law enforcement officials with violating applicable municipal, state and/or federal laws.

In-School Suspension (ISS)

- ❖ If a student is absent on the day In School Suspension is assigned, the student will serve In School Suspension upon return to school before attending regular classes. Tardiness of more than 30 minutes will be made up before returning to regular classes. Tardiness of less than 30 minutes will be handled according to school policy.
- ❖ Students will have regular class assignments from their teachers to complete while in In School Suspension. Students will be responsible for taking the necessary materials to complete assignments with them to the In

School Suspension room. Full credit will be given for current assignments completed and returned to teachers. Students will lose daily class participation points while in In School Suspension.

- Students who fail to take the necessary materials to the In-School Suspension room will receive additional discipline for disobedience.
- Students who do not arrive at the In School Suspension room by 8:00 a.m. start time will receive additional discipline for disobedience.
- Students who do not follow the In School rules may be given additional In
- Students who are serving in School Suspensions will not have the absences from regular class count toward the maximum allowed days of nonattendance.

❖ School Suspension time of no less than one day. Severe misbehavior during in School Suspension will result in an Out-of-School Suspension. Following the Out-of-School suspension, all In School suspension days (including days of dismissal) will be completed before returning to regular classes.

- In-School Suspension can be assigned to students in grades 6-12 by an administrator. A notice will be sent to the parents of all students assigned to In School Suspension.
- The In-School Supervisor will send a written report to the Building Principal by 7:30 a.m. the following morning concerning disruptive students whose behavior is not severe enough to warrant additional disciplinary action.

Out-Of- School Suspensions (OSS)

- ❖ Out-of-School suspensions will count toward the total of days absent. Students will lose participation points (as defined by the teacher) during days of suspension. The responsibility for makeup work rests with the student, and is due upon or before returning.
- ❖ Suspended students shall be denied the privilege of participating in any school functions during the suspended period. All records and documentation regarding the suspension shall be maintained in the principal's office.

Restorative Practice:

- ❖ When appropriate, restorative practices will be applied to discipline issues. Restorative practices involve students in the process of restoring relationships, repairing harm, providing effective leadership skills and improving and changing student behaviors. Students are responsible to see

issues from the perspective of those who have been harmed thereby teaching empathy and understanding.

SUSPENSION AND EXPULSION OF PUPILS:

- ❖ It is the philosophy of the Pinconning Area Schools that every pupil, kindergarten through the twelfth grade, has the right to attend school every day during the school year in order to be given thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a pupil from school attendance for misconduct when other means of correction fail. If the student is a disruptive force, it may become necessary to remove him/her from the school environment.
- ❖ It is the responsibility of the student to get homework prior to and during the suspension. Students must turn in all homework within a reasonable time, to be determined by the teacher and principal upon return from suspension.
- ❖ The following types of suspension are permitted:
 - Short-term suspension: Ten (10) school days or less
 - Long-term suspension: Eleven (11) school days or more, up to 59 days.

Short Term Suspensions

If, in the opinion of the Principal, a student violates published rules and regulations on student conduct adopted by the Board of Education or the published regulations of a building, the student may be suspended for a reasonable time period not exceeding ten (10) school days. In all cases where a student is suspended, the student and the parent or guardian shall be notified in writing of the reasons thereof, and an opportunity for the student to respond to the allegations of misconduct shall be provided. If a student is sent home during the day, the parent or guardian must be notified in advance

Long-Term Suspensions or Expulsion

If a long-term suspension is proposed by the principal, the following shall apply:

1. The student and his/her parent or guardian must be provided written notice of the reasons for the proposed suspension or expulsion of the student, and the right to appear with a representative before the Board of Education to answer the charges. A prompt hearing at the school must be arranged if requested by the student or parent or guardian.
2. The reasons for the proposed suspension must be furnished in sufficient detail for them to understand the nature of the alleged offense and to prepare a defense. The student and the parent or guardian must also be furnished a copy of the hearing procedure, a list of the witnesses who will provide testimony to the Board and a summary of the facts to which the witnesses will testify. The

student may present witnesses and documentary evidence at the hearing to refute the allegations of misconduct.

3. If a preponderance of the evidence is presented at the hearing which warrants a long-term suspension or expulsion, the Board of Education may enter the appropriate order.

Note: When necessary to assure effective communication, any notice required herein to be sent to the parents or guardian of a student shall be written in the language spoken by the parents or guardian if a translation is available.

Any student moving to the Pinconning Area Schools who is under suspension from another school system shall not be admitted until the suspension term has ended. The student has been exonerated by the suspending district, or it has been determined that the student was improperly suspended by the other district. The student shall be provided appropriate due process procedures in that regard.

STUDENT CLUB AND ORGANIZATIONS

There are several clubs or organizations that a student may join during the school year. The formation of a club or organization must have the approval of the Principal.

To be eligible to join clubs and organizations, a student must have passed five full credit subjects the previous semester. If a student who is participating in a club or organization commits one to the primary violations as listed on page 55 of the athletic handbook, the student will be put in front of a committee to determine the penalty for the violation. The same is true for students who commit one of the secondary violations on page 56 of the athletic handbook.

Current eligibility will be determined on a marking period basis for all clubs and organizations including Pep Band and Drama Club. The sponsor of the activity will notify, in writing, any student who does not pass five classes that they are ineligible to participate until the next marking period. Any student suspended or expelled from school is automatically suspended/expelled from any activities for an organization during the time of suspension/expulsion. This includes any participation such as field trips and meetings.

<i>The Following is a list of the approved social and academic related clubs:</i>	
N.H.S	Open
Drama Club/ Spring Musical	Tera Szeliga
Equestrian Club	Mrs. Davis, Sponsor
Pep Band	Megan Corkey, Sponsor
Yearbook	Rebecca Wehner, Sponsor
Mock Trial	Keith Rogers, Sponsor
High School Student Council	Michael Stoneback, Sponsor

HIGH SCHOOL STUDENT COUNCIL

The purpose of the P.A.H.S. Student Council is to effectively represent the Student Body and to provide communication between Student Council, Student Body, Faculty and School Administration.

The Student Council consists of Class Officers (President, Vice-President, Secretary and Treasurer), two representatives from each class and the Student Council Officers (President, Vice-President, Secretary and Treasurer). All positions are elected by the classes or student body at large, except for one representative from each class who is selected by a selection committee. P.A.H.S. students who meet the criteria may run for election or apply to be selected as a representative position. Criteria are as follows:

1. Cumulative G.P.A. of 2.3 or above
2. Demonstrated satisfactory behavior
3. A candidate who runs for election must submit a petition declaring his/her intention to run for an office.
4. Candidates who run for election must give a speech to be video-taped and shown over Channel One.
5. Candidates who wish to be selected (after elections take place) must submit an application and be interviewed by the selection committee. (Committee will consist of both student council officers and staff members).
6. Student Council members learn leadership skills by attending workshops, working on committees and serving as chairpersons of various activities. Some Student Council activities include Homecoming Activities, School Blood Drives, Community Service Projects and Coming Home Activities.

Student Council Advisor: Michael Stoneback

Executive Council:

Vice President: Delaney Weber

President:

Secretary: Jese Duby

Treasurer: Olivia Fedak

Historian: Jacob Stoneback

Student Council Class Representation:

Class of 2026

Advisor: Michele Neumeyer/Jenifer Manor

Class President- Ryan Kowalczyk

Vice President-Lucas Stoneback

Secretary-Lorin Summers

Treasurer-Chloe Drouse

Representatives: Owen O'Laughlin, Sarah

Yaros, Madison Balliet, Nadiya Idalski

Class of 2025

Advisor: Isaiah Thomas
Class President- Jordyn Kowalczyk
Vice President-Trinity Briggs
Secretary-Ainesley Sylvester
Treasurer-Layla St. Peter
Representatives: Autumn Austin, Josie Wieland, Stratton Briggs, Cailey Rayl
Member-At-Large: Ahnaveah Woodruff
Advisor: Rebecca Wehner/ Kristin Maxwell

Class of 2024

Class President: Ariel Holstine
Vice-President: Alexis Drouse
Secretary: Kaia Billingsley
Treasurer: Taylor Bauer
Representatives: Amber Bellor, Mikayla Merithew, Taylor Morand, Alice Fenwick
Member-At-Large: Kylie Overly, Marissa Ellsworth

Class of 2023

Advisor: Michael Stoneback
Class President: Dailyn Bayne
Vice President: Rachel Whyte
Secretary: Rheanah Sturm
Treasurer: Blake Merino
Representatives: Open, Open, Landen Curell, Logan Wilczynski

CRITERIA FOR ELECTIONS

Student Council, Class officers, Homecoming & Coming Home:

Basic qualifications are a cumulative “C+” (2.3) or better average and satisfactory conduct. Each candidate must submit a petition declaring his/her intention to run for an office bearing the signature of twenty-five members of the student body for the Student Council or of his/her class for class representative, by a deadline set prior to the election. The Student Council Advisor will make the determination regarding a student’s qualification for office.

CRITERIA FOR HOMECOMING QUEEN/COURT and COMING HOME KING/COURT

1. Must be involved in extracurricular activities (An average of one per year).
2. Must carry a cumulative 2.3 or better grade point average (Beginning last semester 9th grade).
 - a. Sophomore and Junior class representatives will follow the above grade criteria.
 - b. Freshman class representative criteria will be based upon 8th grade performance.

3. Must display satisfactory conduct.
4. No discipline referrals for 5 days or greater in one incident or 10 total in High School career.
5. Must have leadership qualities.
6. Must have contributed to their class.
7. Must have the qualities to be a good representative of the Pinconning Area School student body.
8. Queen and King Candidates must have attended Pinconning Area High School for at least one (1) year prior to their senior year. All faculty members will have a vote.
9. All votes will be tabulated by the Student Council Advisor or designee.
10. In case of a tie, GPA will be utilized as a tie-breaker to determine a winner.

SOLICITING BY CLUBS

1. Any club or organization anticipating a money-making project or activity must have the authorization of the Assistant Principal.
2. Any organization wishing to have a party must secure a suitable date for the party from the High School Office.
3. All dancing parties given under the auspices of any High School organization shall be held in the school building, unless permission has been given by the Board of Education for a school organized party to be held elsewhere.
4. All organizations sponsoring a school dance must provide adequate security.
5. As far as possible, parties should be held on Friday nights.
6. The gym is to be cleaned up the same night or before school the next day.
7. After leaving, no dance patron is permitted to re-enter.

NOTE: The display of any materials in school (posters, signs, etc.) must have prior approval from the Principal or Assistant Principal.

RULES FOR USE OF SCHOOL FACILITIES

1. Obtain Building Request Form from the High School Office.
2. Obtain signature of at least two faculty members who will chaperone.
3. Have at least three adult men and three adult women to chaperone who are parents or faculty

LOCKERS

- ❖ Lockers with built-in combination locks will be assigned to all students upon request. Two students will be assigned to a locker and both students must sign for the locker before the combination is given. The combination to a locker will be given only to the students assigned to that particular locker.
- ❖ Personal property of students not properly assigned to a locker will be removed immediately. Continued misuse of their locker may result in disciplinary action. Following is a list of some rules and regulations for the use of lockers:
 - Students must keep lockers closed and locked at all times.

- Students who are assigned to a locker are responsible for all books and other items placed there by students assigned to that locker.
 - Students who are assigned to a locker are responsible for all damage done to that locker. After all damages are assessed by the High School Principal or his designee, students assigned to the locker will make restitution to the Pinconning Area Schools.
 - No more than two students will be assigned to a locker.
 - All students who are assigned to a locker have the responsibility to keep that locker clean at all times.
 - Whenever a problem arises with a locker it is the responsibility of the student(s) assigned to the locker to report to the Hall Monitor or Custodian. Under normal circumstances every effort will be made to repair lockers within 24 hours of the complaint when maintenance personnel are required.
 - All items found in a locker must be the property of the students who are assigned to that locker.
 - It is the responsibility of the student to be prepared for every class within the allotted time between classes. A student may not have time to go to the locker between each class.
 - Absolutely no contact paper or stickers may be applied to the lockers at any time
 - Inappropriate pictures will be considered a violation of rule 18B.
 - No open containers allowed in lockers at any time.
- ❖ The lockers are the property of the School District and it has the right to control all lockers. In accepting a locker and using a locker, a student shall agree that the Principal or his representative may open the locker and examine its contents at any time and further understands and agrees that his locker may be opened when the student is not present if needed.

PPRA NOTICE & CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Pinconning Area High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

MARRIED AND/OR PREGNANT STUDENT

Michigan State Law, MCLA 380.1301, prohibits the suspension, expulsion, or exclusion of a student from school solely on account of the student’s pregnancy. Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

A pregnant student shall be permitted to continue to attend school. The physician’s approval of this continued attendance must be on file at the school where the student is in attendance. The school Building Principal is authorized to provide an alternative education program for pregnant students. The Board encourages students to become familiar with the alternative education program and actively participate in the program.

ACCESS AND REVIEW PROCEDURE

- 1) The parent, guardian, or student, if eighteen (18) years old or older – may request access and review of the student’s records, in writing, to the school principal or other designated custodian of student records.
- 2) Upon receipt of the request, the school principal must reply, in writing, within ten (10) calendar days, indicating date, time and location of the records inspection and review on the Review-Hearing Form
- 3) The parent, guardian or student must return the Review-Hearing Form at least five (5) calendar days prior to the scheduled review.
- 4) The student’s school records inspection and review must take place within thirty (30) calendar days of the receipt of the request.
- 5) Copies pertaining to the student of all existing records subject to the Family Educational Rights and Privacy Act of 1974 should be compiled for this purpose.
- 6) If the parent, guardian or student is satisfied with the inspection and review of the student’s records, he/she shall sign and date the Review-Hearing Form. A copy will be placed in the CA60 folder; a copy will be filed with the appropriate Administrator; one (1) copy will be kept by the parent, guardian and/or student if eighteen (18) years of age or older.
- 7) If the parent, guardian or student is not satisfied with the inspection and review he/ she will request, in writing, on the Review- Hearing Form the desire for a hearing. A copy will be placed in the CA60 folder; a copy will be filed with the appropriate Administrator; one (1) copy will be kept by the parent, guardian and/ or student if eighteen (18) years of age or older.

Article I

Name and Purpose

Section 1: We are the Pinconning Area High School Chapter of the National Honor Society (NHS) of Secondary Schools.

Section 2: Our purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the members of our chapter and all students in our school.

Section 3: We are under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

Article II

Membership

Section 1: Membership in the Pinconning Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by the faculty council and is based on outstanding scholarship, leadership, character, and service. Once selected, members have the responsibility to maintain these qualities.

Section 2: Membership is known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in the affairs of our chapter.

Section 3: The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or citizens in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

Section 4: New members shall be inducted at a special ceremony during the Spring of each year.

Section 5: Members who are seniors in good standing are eligible to be nominated by the adviser to compete in the National Honor Society National Scholarship Program. Method of choosing candidates will be based upon community service, well-rounded academic and co-curricular activities, and GPA.

Section 6: A National Honor Society member who transfers from another school and brings a letter from the former principal, assistant principal, or chapter adviser to the new school adviser shall be accepted automatically as a member of the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7: Members who resign or are dismissed are never again eligible for membership or its benefits at any NHS local chapter. In cases of dismissal, the certificate and membership card shall be returned to the adviser.

Section 8: Dues may be no higher than five dollars. The exact amount will be determined by the executive committee of our chapter at the beginning of every school year, and shall be subject to the approval of the chapter membership at the first fall meeting.

Section 9: Members are expected to maintain good standing in our chapter by upholding the standards that were the basis for their selection. Members who fail to maintain good standing will forfeit recognition at Senior Awards Night, or may be recommended by the adviser to the faculty council for dismissal. Membership requirements include 30 service hours per year, good attendance, and full participation in chapter projects. Penalties for failure to participate in service hours are described in Article VII, Section 6.1 under the same rules for disciplinary appeals in the Pinconning Area School District.

Article V

Chapter Officers

Section 1: The election of officers shall take place at a meeting during the spring. Any active member interested in becoming an officer must be self-nominated. Officer candidates are required to present a written statement to the adviser prior to Election Day. This statement, explaining their qualifications will then be presented orally to the chapter on Election Day. Qualified candidates must demonstrate responsibility, leadership in the school, and commitment to NHS. Officers are encouraged to attend leadership camp during the summer following their election.

Section 2: All officers will be elected by junior members of our chapter. Seniors will not vote for incoming officers. A majority of votes of all junior members in attendance at the election meeting shall be necessary to elect an officer. In the event that an elected officer is unable to fulfill his/her term of office, the adviser shall re-open the election process for that position. Once elected, an officer who fails to fulfill the duties of his/her office may be removed by a vote of the faculty council. Officers who have been removed from office may continue membership in the chapter.

Section 3: New officers will be installed at a special swearing-in during a regular chapter meeting following the election. The adviser shall administer the oath of office.

Section 4: All officers shall be members of the executive committee which shall schedule meetings for the year, establish committees and projects, and delegate work to committee chairpersons. It is the responsibility of the officers to ensure that the Pinconning Chapter of the National Honor Society is run in an orderly manner.

- **President:** Prepares meeting agendas, runs meetings, communicates with school Building Principal and staff regarding chapter activities. Communicates with membership regarding club functions and deadlines. Reports to the adviser regarding communications. Must be present at all chapter activities and meetings.
- **Vice President:** Runs meetings in the president's absence, keeps files of service hours, must be present at all chapter meetings and activities. Coordinates with committee chairpersons and reports to advisers regarding committees. **Secretary:** Handles public relations and

correspondence with community members, businesses, and other school organizations. Must be present at all meetings to record minutes. Updates bulletin boards outside of the high school office on a regular basis.

- **Treasurer:** Maintains the NHS account within the Pinconning Area Schools' Activity Account. Reports to the membership regarding financial status. Must be present at all chapter meetings and activities to collect, wrap, and prepare money for deposit.
- **Attendance Officer:** Maintains attendance records at meetings and chapter activities. Works closely with and reports to an adviser. Must be present at all chapter meetings and activities.

The vice-president shall maintain career records of service for each member, and the attendance officer shall maintain career records of attendance at meetings and chapter projects for each member. The amount of the scholarship award(s) shall be determined by the amount of money raised by the designated fundraisers.

Section 5: Our chapter shall publicize and promote chapter projects in a positive manner. The chapter secretary shall complete a project publicity report for release at the end of each service project. The secretary will be responsible for arranging news- paper or other media coverage as appropriate to promote our service projects.

Section 6: Penalties for Service Deficiency: Juniors who fail to complete thirty service hours will be required to finish out their thirty hours their senior year in addition to the senior year requirement. The senior year total will then equal the shortage from the previous year plus the thirty required for senior year. Seniors who do not complete their service hours during the senior year will not wear NHS insignia (stole) during commencement and will not receive scholarship awards.

Article VIII

Official Insignia

Section 1: Each active, graduate, and honorary member is entitled to wear the NHS emblem.

Section 2: Any member who resigns or is dismissed shall return the emblem and certificates to the chapter adviser.

Section 3: Special recognition of membership in the Pinconning Chapter of the National Honor Society shall be made during graduation by the wearing of NHS stoles by members in good standing.

Article IX

Amendments

Section 1: These by-laws may be amended once annually at a regular meeting of the Pinconning Chapter of the National Honor Society. Any changes must be approved by the majority of members in attendance, and shall become effective August 1 following their approval.

Section 2: These by-laws were adopted in May of 2018 at a regular meeting of the Pinconning Area Chapter of the National Honor Society. They are effective as of August 1, 2018.

REVIEWING STUDENT RECORDS

Students, 18 years or older, are entitled to review their school records. The parents of students under the age of 18 will be entitled to review their child's school records. Parents, guardians and students (18 years and older) have the right to challenge any information that is in the student's school records. The steps in challenging may lead from the Principal, to the Superintendent, to the Board of Education. Action may also be taken in civil court if satisfaction has not been attained by going through the above steps:

The school records of students will be kept in centralized locations. These records will be kept secure. The following people, or institutions, will be granted access to a student's files without prior consent from parent, guardian or student: (1) School officials who have been determined to have legitimate educational interests; (2) schools to which a student is transferring; (3) authorized persons of the State Education Department; (4) agencies from which a student is seeking financial aid; (5) colleges or institutions conducting educational surveys in a manner which would not permit personal identification of the student; (6) accrediting organizations in order to carry out their accrediting functions; (7) parents of a dependent student of such parents, as defined in section 152 of the Internal Revenue Code of 1954; and (8) court order.

The School District may release only the following Public Directory Information to non-educational agencies which have a legitimate interest:

1. Name
2. Address
3. Telephone Number
4. Date and place of birth
5. Courses of study
6. Participation in school activities
7. Dates of enrollment
8. Degrees and awards received
9. Most recent educational agency or institution attended

Parents who do not wish to have their student's information released to the military or other institutions must send a request addressed to the principal.

SCHOOL SPONSORED ACTIVITIES: PARTICIPATION AND TRANSPORTATION

Purpose: To encourage, promote and regulate sports, athletic, oratorical, musical, dramatic, creative arts other school sponsored and recognized activities, contests, events or tournaments (including practices) by or between students (hereinafter "activity").

Participation: Before participating in an activity, the student and his or her parents/guardian shall give written authorization and consent, in the form acceptable to and promulgated by the school district, for the student to participate in an activity, each school year, and prior to commencing participation in the activity. Failure to do so will prevent the student from participating in the activity.

Athletics: Participation and engaging in athletic and sports activities may carry with it a certain risk of injury and the student does so at his/her own risk and along with the parents/guardian assumes all responsibility for and risk of damage or injury that may occur to the student while participating and engaging in, incident to, or arising out of the sports and athletic activity.

Examination: Before participating in any interscholastic sport or athletic practice or event, the student shall have passed a physical examination by a qualified and licensed physician or other qualified healthcare provider and shall submit a signed form confirming the same. Failure to do so will prevent the student from participating in the interscholastic sport or athletic practice or event.

Insurance: The student shall present proof of having purchased/secured sport/athletic insurance before he/she participates in any interscholastic athletic practice or event. Failure to do so will prevent the student from participating in the interscholastic sport or athletic practice or event.

Rules and Regulations: The student shall, at all times, comply with and be bound by the rules and regulations of the school district and of the activity. These shall be final, conclusive and may not be appealed. The student will submit himself/herself to the discipline of the person in charge of the activity for violation of any such rules and regulations. All matters in dispute between the student and person in charge of the activity shall be referred to either the school district athletic director or building principal, whichever shall apply, and his/her decision shall be final, complete and conclusive, binding and may not be appealed by the student and/or parents/guardian.

Parent/Guardian's Transportation Duty: It is the duty and responsibility of the parents/guardian (not the school district's) to transport the student to and from practice, "home" activities and at least point of departure to "away" activities and topic up the student at the return destination upon return from "away" activities sometimes to the actual away event. The student and his/her parents/guardian must recognize and understand that the person in charge of the activity may require that all students participating and engaging in the activity go to and return from "away" activities together as a unit/team/group; and, the student shall do so provided, however, that if the person in charge of the activity consents in advance, the student may return from an activity with his/her parents/guardian and in that case shall assume responsibility for the risk of damage or injury that may occur.

Private Transportation: In some instances, it may be necessary or advantageous for someone other than the school district or a contract carrier to provide transportation for students participating in activities, contests or events. In such instance, the following shall apply:

- ❖ There shall be no more students transported in any one (1) motor vehicle than can be legally seated with seat belts.
- ❖ The driver shall be the owner of the motor vehicle and shall:
 - Be an adult 21 years of age or older;

- Possess a valid Michigan motor vehicle driver’s license;
 - Not have been arrested or convicted for driving while either with ability impaired or under the influence of alcohol or some other controlled substance;
 - Not have been sued for or found negligent or reckless in the operation of a motor vehicle;
 - Not have had his/her motor vehicle driver’s license suspended or revoked.
- ❖ The motor vehicle to be used shall be of a kind and quality reasonably suited for the transportation contemplated and is in good mechanical repair and condition with all equipment required by law.
 - ❖ The motor vehicle shall be insured as required by law.
 - ❖ The driver shall certify, in writing, to items #2, #3 and #4 in this section and shall provide, in writing, driver’s motor vehicle and insurance information required by the school district in its form and present written evidence or verification as required.
 - ❖ The school person in charge shall be responsible for verification of the driver’s motor vehicle and insurance information required by the school district and shall so certify. The Athletic Director, Building Principal or Assistant Principal shall then approve the vehicle and driver.
 - ❖ The Athletic Director, Building Principal or Assistant Principal shall then approve the vehicle and driver.

DEFINITIONS

School Staff - Any adult employee of the school district.

Pyrotechnics - As commonly used it refers to all types of fireworks, including but not limited to firecrackers, smoke bombs, M-80's, cherry bombs and pistols that fire blanks.

Truancy - Under the laws of the State of Michigan any person between the ages of 6 and 16 years of age, not exempted by law, who fails to continuously and consecutively attend school during the school year fixed by the appropriate school district, is truant.

Parental Liability for Damage to Public Property M.S.A. 27A.2913 -

- (1) Any municipal corporation, county, township, village, school district, depart- mint of the State of Michigan, person, partnership, corporation, association, or any incorporated or unincorporated religious organizations* ... (may) recover damages in an amount not to exceed (\$4500) in a civil action in a court of competent jurisdiction against the parents of any minor* ... under 18 years of age* ... living with the parents ... (who) has maliciously or willfully destroyed real, personal or mixed property which belongs to the

municipal, corporation, association, (or who has maliciously or willfully caused bodily harm or injury to a person).

- (2) The amount which may be recovered against the parents* ... is limited to actual damages, not exceeding \$2500 plus taxable court costs.

PINCONNING AREA SCHOOLS TRANSPORTATION POLICIES AND PROCEDURES

The Pinconning Area Schools Board of Education provides bus transportation for students in conformance with its published policies. Pinconning Area Schools Transportation Department and its employees strive to provide safe and efficient transportation for students to and from schools. The primary purpose of the transportation system is to provide transportation for those eligible students from the vicinity of their homes to the school they attend. Use of transportation for field trips, curricular activities and other authorized educational, cultural and recreational activities is permitted where it does not conflict with the primary purpose for transportation.

In organizing and operating the transportation system, all applicable statutes and rules and regulations of the State of Michigan, or its agencies, shall be strictly adhered to and all recommendations and suggestions shall be carefully considered.

ELIGIBILITY

Elementary pupils living 1/2 miles or more and secondary pupils living 1 mile or more from the school they attend may be eligible for transportation to and from the school. Bus routes will not be extended or stops scheduled unless an eligible elementary pupil would otherwise be required to walk more than 1/2 mile or secondary more than 1 mile to the bus stop. Bus stops are not less than 250 feet from the previous stop. Elementary students will be provided transportation only within their elementary boundaries.

The Pinconning Area School District may provide transportation to public school students, such as, School of Choice, on-public, and out of district as long as they are on a scheduled route. If not, they provide their own means of transportation.

Each pupil will be assigned to use a specific bus and bus stop. Students shall not be permitted to use any other bus route without permission from the Transportation Office.

TRANSPORTATION RULES AND RESPONSIBILITIES

The driver is in full charge of the bus and has the right to demand order and good discipline. Students are to follow the driver's directions.

Responsibility of Students

1. Be courteous to others and safety-conscious at all times. Line up in an orderly manner and wait no closer to the street than the sidewalk or 15 feet from the road.
2. Do not fight or bully other students at the bus stop or on the bus.

3. Keep your body and head inside of your assigned seating area.
4. Do not throw things inside of the bus or out of the windows, do not engage in shouting, loud talking, whistling, etc.
5. Students must be seated.
6. Profane or vulgar language and obscene signs or gestures will not be tolerated.
7. Damage to school property or personal property must be paid for by the person causing the damage.
8. Smoking, use of tobacco products, use of drugs, gambling, alcoholic possession or consumption or any form of illegal activities are prohibited.
9. No animals shall be permitted on the bus.
10. No grooming of hair, nails and application of makeup.
11. Students are to load and leave the bus only at a regular stop except when there is written permission from the parent/guardian. Once students are on the bus, they can't be released to anyone including parents without the proper identification.
12. Balloons will no longer be allowed on the buses because of latex allergies.

BUS DISCIPLINE EXPLANATION

First Offense - At the time of the offense the bus driver will fill out the "Bus Discipline Form" and present it to the student. The parent/guardian will need to sign the form and return the form to the bus driver before the student may ride the bus again.

Second Offense - Upon receiving a second offense there will be a temporary separation of three (3) school days off the bus and the parent must contact the Transportation Department before the student may ride the bus.

Third Offense - Upon receiving a third offense the student will have an immediate temporary separation from the bus for no less than ten (10) school days. The parent/guardian must contact the Transportation Department to arrange a meeting before the student will be allowed to ride the bus.

Fourth Offense - Fourth offense will result in immediate separation from the bus for the remainder of the school year.

Automatic Offense - Certain offenses are considered serious enough to warrant automatic suspensions of up to ten (10) days, or immediate separation from the bus for the remainder of the school year. Such as: threat or use of weapons, sale or transfer of drugs or alcohol. Discipline procedures may be carried out the following school year if the offense(s) occur during the end of the school year. The Student Code of Conduct is also in full effect on the school buses.

NOTE: Student(s) who become uncontrollable on the bus will be removed either by school officials, authorities or parents.

STUDENT PICKUP PROCEDURE

The bus driver will make the scheduled stop, wait a few moments, and then leave if no one is in sight.

PARENT RESPONSIBILITY / PICKUP AND DROPOFF

I acknowledge that I am responsible for ensuring that my child receives appropriate supervision before and after bus pickup/drop-off.

I acknowledge that it is my responsibility to ensure that either I or a person designated by me is available to supervise and/or provide appropriate accommodations for the student after drop-off (e.g., open the child's residence, provide care and custody of the child until my return.).

I understand that school officials may elect to retain my child on the bus if it is reasonably apparent that no one of suitable age and discretion is available to provide care and supervision for the child after the bus drop-off.

I understand and acknowledge that I am responsible for any and all expenses incurred in connection with any failure to provide appropriate custodial arrangements after drop-off. I acknowledge that if repeated instances occur where inappropriate supervision is provided, that the Pinconning Area Schools reserves the right to revoke bus riding privileges or take other appropriate remedial action.

ELECTRONIC DEVICES

Students that utilize the School Bus Transportation provided by Pinconning Area Schools should be aware that Pinconning Area Schools are not responsible for any electronic devices brought on our buses. These items include cell phones, mp3 players (i.e., iPods), video games (i.e., Nintendo PSP and DS) and any other devices including the games that go in some of these devices. The Transportation Department would like you to leave these items at home, if at all possible, while riding the bus to and from school. If you choose to still bring these items, you are being made aware that this is at your own risk. These items are too expensive and easily lost or forgotten to burden the drivers with keeping track of these items. It is our goal to get your children to and from school as quickly and safely as we can. We will continue to reach this goal with your help and the cooperation of all.

HALLWAYS/PASSING TIMES

Limited access to High School hallways is restricted to the passing to and from Classes, or as directed by a staff member. Any 6th, 7th or 8th grade student in an inappropriate high school hallway or without a written pass will be considered disobedient.

ATHLETIC HANDBOOK

PINCONNING AREA SCHOOLS
ATHLETIC GOALS AND OBJECTIVES

Our primary goal is to develop student athletes into more effective citizens in a democratic society.

- Learn teamwork. We must all work together in a democratic society. To do this, we must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. Just as in a family or occupation, we must learn to place the team and its objectives higher than personal desires.
- Learn to be successful. We live in a very competitive society. We do not always win, but when we continually strive to do so, we will be successful. We can learn to accept defeat only by striving to win through dedication and by developing a desire to excel and overcome defeats.
- Learn sportsmanship. When we do our best and can honestly tell ourselves so, success and defeat can be accepted like a true sportsman. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- Learn to improve. The desire to improve is essential to good citizenship. As athletes, we must establish goals and must constantly attempt to reach these goals, trying to better ourselves in the skills involved and in those characteristics set forth as being desirable.
- Learn to enjoy. To be successful, we must enjoy what we are doing. Achieving goals and contributing will cause enjoyment through participation.
- Learn to develop desirable personal habits. To be alert and active contributing citizens, it is important to be physically fit and mentally alert. Physical fitness, exercise, and good health habits will develop this alertness.

PHILOSOPHY OF ATHLETICS

- ❖ The primary objective of the Pinconning Area Schools Athletic Program is that each athlete be a better person through athletic participation. In order to achieve this, it is the responsibility of the athletic personnel to work for the betterment of the young person's total mental, moral and spiritual development.
- ❖ Athletics plays an important part in the life of Pinconning High School. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics plays an important part too, in helping the individual students develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and

helps all students spectators as well as participants-develop pride in their school.

- ❖ We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's education experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.
- ❖ The athletic program should be planned and organized in such a manner that the Benefits derived from it will not only benefit the students during their participation in the total school program, but will carry on through their adult lives.

Following are goals that the athletic program should help to achieve:

- Good physical conditioning
- A sense of fair play
- Self-discipline
- Group discipline
- Social responsibility
- Desire to succeed
- Grace in winning, as well as losing

As a result of a fine athletic program the athletes should develop an understanding and appreciation of their talents and potentialities. Through this understanding and appreciation, it is hoped that they will desire and know how to take the best possible care of the bodies with which they have been endowed.

THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

Michigan High School Athletic Association

By Board of Education action on August 15, 1977, the Pinconning Area School District became a voluntary member of the Michigan High School Athletic Association. An Attorney General opinion dated August 11, 1977, stated that the regulation of interscholastic athletics may not be delegated to a private group such as the MHSAA. However, the Attorney General also opined that a Board of Education, by formal resolution, may voluntarily accept the rules and regulations sponsored by the MHSAA for the purpose of organizing and conducting athletic events, contests, and tournaments among schools and shall be responsible for the adoption and enforcement of rules relative to eligibility of events, contests, and tournaments. It is pertinent and necessary to the success of the interscholastic athletic program that members of the coaching staff as well as the administrators of such activities are knowledgeable of and act in accordance with MHSAA rules and regulations.

The Superintendent of Schools

The Superintendent of Schools, as appointed by the Board of Education, is responsible for the direction of all programs within the school district, including interscholastic athletics. He/she may delegate certain responsibilities and duties to other administrators.

The Principals

The school Principal is designated as the representative of the Superintendent. Each Principal is responsible for all programs related to his/her building, including the interscholastic athletic program.

The Athletic Director

The Athletic Director is designated by the Superintendent to be the Administrator responsible for the operation of the interscholastic athletic program for the Pinconning Area Schools. The Pinconning Athletic Director is directly responsible to the High School Principal.

RULES AND REGULATIONS

Once a student participates in a school sponsored Middle School or High School athletic activity he/she will be considered covered under this policy from that day forward and throughout his/her school career. All rules and regulations governing participation in athletic activities will be in effect from that time forward. This student will be considered to be covered under this policy at all times including vacation breaks, summer recess times, and off-season times whether or not school is in session. All penalties will be cumulative during the student-participant's high school career. Middle School offenses will be removed from students' record once suspension is served. Upon completion of the last day of Eighth grade, the student will be considered a high school student.

The following criteria must apply:

- No grades below a C from the time of the incident to the appeal hearing.
- No discipline referrals resulting in detention or suspension.
- A probationary period of one calendar year during which time there will be no grades below a C and no discipline referrals resulting in detention or suspension.

Primary violations to the athletic policy and training rules will face disciplinary action by the head coach and/or the Building Principal . These include but are not limited to the following:

- Use, influence, possession or sale of alcoholic beverages, drugs or any banned substances.
- Theft
- Frequenting bars or other places of an undesirable influence on athletes will be at the discretion of the principal and athletic director. D. Misdemeanor.
- Receiving a Minor in Possession (MIP).

- Hazing - Defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any athletic team. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The athletic program does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Suspected acts of hazing should be reported to the coach, athletic administrator, principal or other school administrator.
- Conviction of felonies will result in immediate suspension for 365 days. Participants will then have to petition the Athletic Director for review for possible reinstatement.
- Sale of Nicotine Products

Any athlete found to have violated any of the above will be immediately suspended from the athletic program. The following disciplinary guidelines will be in effect for athletic violations. These guidelines are subject to modification depending upon the individual circumstances.

Primary Violations Penalties:

- 1st Offense -The athlete will not participate in 25% of the regularly scheduled MHSAA dates of the current season.
- 2nd Offense -Immediate suspension for one (1) calendar year and successful completion of an approved behavior modification program (365 days) at student/parent expense
- 3rd Offense -Immediate suspension for one (1) calendar year and successful completion of an approved behavior modification program (365 days parent expense. The athlete must appeal to the athletic committee no sooner than 365 days from the time of the incident.

Secondary violations to the athletic policy and training rules will face disciplinary action by the head coach and/or the Building Principal. These include but are not limited to the following:

- Use, influence, possession, or Nicotine Products
- Profanity/unsportsmanlike conduct during a game, practice, or athletic trip. C. Any athlete seen by a board of education member, school employee, administrator or law enforcement officer perpetrating an act seen as conduct unbecoming an athlete, shall face disciplinary action under the secondary violation provision.
- Appropriate apparel to all school functions including athletic events.
- Remaining in the contest area during Varsity and J.V., freshman or 7th and 8th grade games.
- Obscene gesturing while representing Pinconning Schools (including while traveling).

- Participating in skip days.
- Fighting: includes games during school suspension and 1 MHSAA date after return to school.

Secondary Violations Penalties:

- 1st Offense - The athlete will not participate in 1 contest.
 - 2nd Offense - The athlete will not participate in 33% of the season.
 - 3rd Offense - The athlete will not participate in the remainder of the school year. IV. On the day of an athletic contest and the day following an athletic contest the following system will be utilized:
- ❖ If you are absent more than two hours you will not be allowed to play or practice.
 - ❖ If you are absent less than two hours the penalty will be as follows:
 - 1st Offense - Warning
 - 2nd Offense - 50% of the Game Competition
 - 3rd Offense - 1 Game or competition Suspension
 - 4th Offense - 25% of the Season
 - 5th Offense - Remainder of the Season C. If you are tardy 1st Hour:
 - ❖ A tardy is defined as “up to 15 minutes late”. An absence is defined as “at or past 15 minutes late”. A doctor’s note, a funeral or a subpoena from a court will not count toward this step system.
 - ❖ The penalties for an absence and tardy will run concurrently. For example, if you receive an absence and get a warning and then a tardy, you will receive the second step of the penalty process.
 - ❖ If an athlete violates a rule or regulation at the end of the scheduled season for the sport in which he/she is a participant, the penalty will be applied to the next sport season in which the athlete participates. If the violation occurs at the end of a school year, the penalties will be applied in the following school year. VI. If the Athletic Director approves, the coach may establish additional rules and regulations in each sport. Discipline due to violations of these rules and regulations will be the responsibility of the coach involved. However, the Athletic Director or Principal has the authority to intervene in any disciplinary action.

- ❖ A written copy of all Athletic Rules and Regulations shall be given to each athlete at the start of every season by the coach of that squad.

RIGHT OF THE STUDENT TO APPEAL

The student athlete shall be guaranteed the right to appeal a suspension decision rendered by an interscholastic coach or the Athletic Director. The following shall be followed:

- The appeal must be made in writing to the Athletic Director within five (5) school days of the suspension.
- This appeal shall be reviewed by the building Principal.

The building Principal shall render a written decision based on the student's appeal of the alleged violation. This decision is final.

SPORTSMANSHIP FOR STUDENTS

Student athletes who are good sports are positive role models within our school and the community at large. A good sport knows that athletic competition builds character and shapes lifetime attitudes. Student athletes in turn, experience additional educational and leadership benefits that come from participation in sports.

Integrity, fairness, and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by rivalry, courteous relations, and graceful acceptance of the results. Pinconning Area School Athletes sportsmanship goals should include:

1. Developing a sense of dignity under all circumstances.
2. Respecting the rules of the game, the officials who administer the rules, and their decisions.
3. Respecting opponents as fellow students, and acknowledging them for striving to do their best while you seek to do your best at the same time.
4. Refraining from engaging in all types of disrespectful behavior, specifically taunting, trash talk, and other forms of intimidation.
5. Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose.
6. Educating other students and fans to understand the rules of the game, and the value of sportsmanship.

SPORTSMANSHIP FOR PARENTS

A good sport whether a student or a parent, is a true leader in the community. As a parent of a student at our school, sportsmanship goals should include:

1. Realizing that athletics is a part of the educational experience, and the benefits of involvement go beyond the final score of a game.
2. Encouraging our students to do their best, just as we would urge them on with their class work, knowing that others will always turn in better or lesser performances.

3. Participating in positive cheers that encourage our youngsters; and discouraging any cheers that would redirect that focus, including those that taunt and intimidate opponents, their fans and officials.
4. Learning, understanding and respecting the rules of the game, the officials who administer them and their decisions.
5. Respecting the task our coaches face as teachers; and supporting them as they strive to educate our youth.
6. Respecting our opponents as students, and acknowledging them for striving to do their best.
7. Developing a sense of dignity under all circumstances; and
8. Being a fan, not a fanatic!

Parents can have a major influence on your youngster's attitude about academics and athletics. The leadership role parents take in sportsmanship will help influence your child and our community for years to come.

BEHAVIORAL EXPECTATIONS OF SPECTATORS

1. Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
2. Remember that school athletics are learning experiences for students and that sometimes, mistakes are made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
3. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and generally be obnoxious.
4. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
5. Show respect for the opposing players, coaches, and spectators and support groups. Treat them as you would treat a guest in your own home.
6. Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of an ethnic, racial or sexual nature.
7. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
8. Recognize and show appreciation for an outstanding play by either team.
9. Use only those cheers that support and uplift the teams involved.
10. Be a positive behavioral role model through your own actions and by censuring those around you whose behavior is unbecoming.

FAILURE TO ABIDE BY THESE RULES MAY RESULT IN ONE OF THE FOLLOWING:

1. Being evicted from the game/premises.
2. Required attendance at a conference with the principal and/or athletic director before re-admittance to future games.
3. Prohibition from attending future events.

ACCEPTABLE BEHAVIOR

1. Applause during introduction of players, coaches and officials.
2. Accepting all decisions of officials.
3. Applause at the end of the contest for performances of all participants.
4. Everyone showing concern for an injured player, regardless of team.
5. Encouraging surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR

1. Taunting, trash talking with other intimidating actions.
2. Not admonishing those sitting around you who engage in some practice of poor sportsmanship.
3. Yelling or waving arms during an opponent's free throw attempt.
4. Disrespectful or derogatory yells, chants, songs or gestures.
5. Booing or heckling an official's decision.
6. Criticizing officials in any way; displays of temper with an official's call.
7. Use of profanity or displays of anger.

ELIGIBILITY REQUIREMENTS

Eligibility will be determined by the existing regulations and policies of the Michigan High School Athletic Association (MHSAA) and Board of Education of the Pinconning Area School District. 3 consecutive weeks of eligibility will result in loss of eligibility for the remainder of that season.

To be eligible, a high school student must:

- a. **ENROLLMENT** - Have been enrolled in high school not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester).
- b. **AGE** - Be less than nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of the current year is eligible for the balance of that year.
- c. **PHYSICAL EXAMINATIONS** - Have on file in the school a statement for the current year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. In addition, any student-athlete that is removed from practice or competition by a physician, for any reason, must have a note from the physician to return to practice and competition.
- d. **SEMESTERS OF ENROLLMENT** - Not have been enrolled in grades 9-12, inclusive, for more than eight semesters. The seventh and eight semesters must be consecutive.
- e. **SEMESTER OF COMPETITION** - Be allowed to compete in only four first semesters and four second semesters once enrolled in grade nine. A student shall be limited to participation in only one sport season when that sport, leading to a MHSAA championship, is sponsored twice during the school year.
- f. **UNDERGRADUATE STANDING** - Not be a high school graduate.
- g. **PREVIOUS SEMESTER RECORD**- Have at least twenty (20) credit hours of work for the last semester (as defined by MHSAA) during which he/she was enrolled in grades 9-12 inclusive, at the school

- represented. At Pinconning, the student must have passed five full credit courses.
- h. CURRENT SEMESTER RECORD- Be passing five (5) classes during the current semester Current eligibility reports are submitted to all teachers and returned to the Athletic Office on weekly basis. To be eligible for the week's contest, a student-athlete must be passing five full credit subjects.
 - i. TRANSFERS - A student enrolled in grades 9-12 who transfers from home high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one full semester in the school to which the student transfers. The student may qualify under one or more of the exceptions (call the athletic director for a complete list). Generally, the transfer student would have had an accompanying change of residence by the athlete's parent or other person with whom the athlete has been living during the period of his/her last high school enrollment.
 - j. UNDUE INFLUENCE -The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student is forbidden as is pressuring the student's parents or guardians to become residents of the school district. Such shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. Examples of undue influence would include but are not limited to offers of or acceptance of: financial aid to parents or student; reduced or eliminated tuition and/or fees; any special privileges not accorded to other students; transportation allowances; preference in job assignments; room, board or clothing; promotional efforts and admission policies for athletes which are in excess of efforts for other students.
 - k. AWARDS - Not have accepted any symbolic or merchandise award exceeding \$15 in value for athletic performance. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.
 - l. AMATEUR STATUS - Not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating interscholastic contests (unless in the MENTOR program), or have signed any professional sport contract.
 - m. LIMITED TEAM MEMBERSHIP - Not have participated in any Outside (not sponsored by high school) competition in a sport during the season after which the athlete has represented the school in practice, scrimmage, or contest in that sport. However, individual participation in a maximum of two individual sports meets or contests is allowed if the athlete has not participated in an all-star, charity, or exhibition contest during the school year. Eligibility ran weekly on Friday. If ineligible, students are out from Monday-Sunday of the following week.

PINCONNING TRIPLE CROWN AWARD CRITERIA

The award, which is given to student-athletes who participate in a MHSAA sport or sport-activity on the varsity level during each season of the academic year (fall/winter/ spring), this award is presented during the spring assembly in May of that school year. To be considered for the award, the student must COMPETE on the VARSITY roster of a sport or sport-activity for a team in each of the three sports seasons. For this award, the fall sports are Cross Country, Dance, Sideline Cheer, Football, Golf, Soccer, and Volleyball; Winter sports are Basketball, Bowling, Dance, Sideline Cheer, and Wrestling and Spring Sports are Baseball, Softball, Soccer, Golf and Track and Field.

GENERAL POLICIES AND PROCEDURES

- ❖ Awards-for participating in the interscholastic athletic program
- ❖ The Varsity Athletic Letter Award of the school (Chenille “P”) will be presented to the student-athletes who qualify. The maximum is one per student during his/her high school career.
- ❖ Having received the athletic letter award in the same sport, the student shall receive the following awards:
 1. 2nd Year Award - Bronze Medal
 2. 3rd Year Award - Silver Medal
 3. 4th Year Award - Gold Medal
- ❖ Having received the athletic letter award in a different sport, the student shall receive the following awards:

4. 2nd Varsity Sport-	2nd Letter Pin
5. 3rd Varsity Sport-	3rd Letter Pin
6. 4th Varsity Sport-	4th Letter Pin
- ❖ The regular Athletic Certificate of the school will be presented to athletes/managers who qualify. There is no maximum number of times the certificate may be granted.
- ❖ The last two numbers of the graduating year will be presented to the freshmen that qualify. The maximum is one per student during his/her high school career. To qualify the athlete must participate for the full season, with no suspensions.
- ❖ The Chenille “Spartan Head” will be presented to the sophomores who qualify. The maximum is one per student during his/her high school career. To qualify the athlete must participate for the full season, with no suspensions.
- ❖ Each coach, with the Athletic Director, will establish qualification standards at the beginning of each sport season. These standards for awards should include, but not be limited to, the following:
 - Mandatory attendance at scheduled practices and scrimmages.

- Conduct which will enhance the image of the school, the athletic program, and the individual.
 - Length of time for participation in contests or placement in meets.
 - Attitude and skills.
- ❖ A senior out for a varsity sport who has never won a letter shall receive a letter.
 - ❖ A senior manager for a varsity sport shall receive a “manager” chenille letter.
 - ❖ Coaches in basketball and football base the giving of awards on the number of quarters played (athletes must participate in 50% of the quarters played). Soccer coaches will base the giving of awards on the number of halves played (the athlete must participate in 50% of the halves played).
 - ❖ Track and cross-country awards are based on the average of one point for each regularly scheduled meet.
 - ❖ Baseball, softball, volleyball and wrestling awards are based on participation in 50% of the varsity contests.
 - ❖ Cheerleading awards will be based on participation in one full year (or two seasons) to receive a letter.
 - ❖ Pom Pon awards will be based on participation in one full year (or two seasons) to receive a letter.
 - ❖ Any coach who thinks that one of his/her players has contributed to the success of the team and has not yet met the qualifications for an award may submit a written request to the Athletic Director and High School Principal to have this athlete receive a Varsity Award.
 - ❖ Most Valuable and Most Improved Awards players are selected each season in all varsity sports. One Most Valuable and one Most Improved may be awarded.

Senior Scholar Athlete

- ❖ This award will be presented to one senior female and one senior male at the annual Senior Awards Banquet.
- ❖ Awards must;
 1. Have a Varsity Letter in a minimum of two sports during senior year.
 2. Have a 3.0 grade point average.
 3. Be selected by athletic administration and coaches. The Athletic Director will prepare a ballot with candidates that meet the criteria and coaches shall vote for one male and one female athlete.

Suspension from School-Any athlete suspended or expelled from school is automatically suspended from all athletic squads and from any participation during that period of time. This includes practice, games, and/or team meetings.

- Equipment - Any athlete who loses equipment will not receive awards earned or be allowed to participate on another athletic squad until the equipment is returned or paid for.
 - In addition: Every student is held responsible for all athletic department clothing and equipment issued to them. Any lost, stolen or equipment damaged beyond normal use must be paid for.
 - It is a violation of state regulations for athletes to be given any athletic department wearing apparel or equipment to keep.
 - Departmental equipment, including practice gear, game jerseys, and warm up jackets are to be worn only during that sport season. Athletes are not permitted to wear athletic department clothing during any other time.
- Facilities-The proper care of athletic facilities is the responsibility of each individual coach and student-athlete. Damage to any equipment or facility is to be reported immediately to the building principal or Athletic Director.
- Insurance and Liability-
 - The Pinconning Area Schools Board of Education does not assume any liability for injuries to student-athletes while participating in interscholastic athletics. This, in effect, means that the parents or guardians shall assume the responsibility for the expense occurring for injuries in athletics.
 - All students who are participating in athletics must carry some kind of health and accident insurance. The Pinconning Area Schools WILL NOT be responsible for payment of bills for medical services or medical insurance fees.
 - The MHSAA has a catastrophic insurance policy covering all high school athletes in Michigan. This policy has a \$25, 000 deductible and a \$20, 000 layer of coverage.
- Participation
 - It is the philosophy of the Athletic Department that athletes shall enjoy as many sport seasons as they (and their parents) wish to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. From time to time, it may be necessary to allow athletes leeway to attend offseason workshops, practices, and the like.
 - Although athletes may choose the sport they wish to enjoy, once the season has started, no one shall change sports without following the procedure noted below.
 1. Athletes cut from one sport may, however, try out for another sport providing they were not cut from the first sport for disciplinary reasons.

2. No athlete who is dropped or quits one squad shall be eligible to compete in another sport for that particular season once the roster has been submitted to the Athletic Director. This includes off-season workouts.
 3. No athlete may start or practice another sport until the previous one has been completed. This includes off-season workouts.
- An athlete may participate in two sports in-season provided him/her:
 1. Has written permission from the parent/guardian.
 2. Obtains permission from both sport coaches.
 3. Determines which sport will be considered his/her first priority.
 4. Is passing all six classes.
- Transportation
 - It is absolutely essential that coaches make sure all athletes use transportation approved by the Athletic Director to and from athletic contests. If there is an exception to be made to the rule, the Athletic Director's or Principal's permission must be given PRIOR to the team's departure. No one is allowed to ride the team bus if he/she is not directly involved or is a part of the athletic team.
 - Student-athletes must ride to and from athletic contests by school approved methods of transportation. Exceptions to this policy can be made only within the guidelines of the approved policy for transportation in school sponsored events. The athlete must have his/her transportation permission slip filled out with the appropriate signatures and given to the coach prior to leaving the school for an event. Only a parent/guardian, grandparent, or other team member's parent whose name appears on the permission slip may provide transportation. A new slip must be filled out for each event.
 - The coach has the right to mandate that the athletes ride to and from the contest as a team.
 - Excusing Athletes from Class
 - It is the responsibility of the coach to submit an early release form to the Athletic Office in advance of the event for which athletes must be released from class early. At no time are athletes excused from class for practice.
 - Athletes will be excused no earlier than 15 minutes before the time the bus is to leave for any away contest.
 - Athletes must be passing classes that are affected by early release.
 - Restricted Practice Days
 - Weekend and Holiday Practices
 1. All Practices are to be held on school days if possible.
 2. All Sunday practices must be scheduled prior to the beginning of the sports season. Any deviation from this (for special circumstances) must be approved in advance by the Athletic Director.
 3. All Sunday practices must be non-mandatory.
 - Vacation Practices

1. Practices held on vacation days such as Thanksgiving, Christmas and Spring Break should be held earlier in the day, taking into consideration the family commitment of the majority of the team members.
 2. At the middle school level, practices during these periods will only be permitted upon the permission of the building Athletic Director or Principal.
- Early Dismissal of School, Emergency Closing, or Snow Days
 1. In the event there is a scheduled early dismissal of school, practices may be held at that time only provided the coaches are available. Normally, the dismissal results in the coach attending a meeting, seminar or worship during these periods.
 2. Emergency weather conditions may result in an early dismissal or extended period of school closing. Only varsity level teams may practice during this period upon permission of the Athletic Director or Principal.

SQUAD SELECTION

Philosophy - In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Pinconning High School, we encourage coaches to keep as many students as they can without impairing the integrity of their sport. Obviously time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

I. Cutting Policies A. Responsibility

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Team members will not recommend or vote on who makes the team.
2. Lower level coaches shall take into consideration the policies as established by the Head Coach in the particular program when selecting final team rosters to final cuts.
3. Prior to trying out, the coach shall provide the following information to all candidates for the team:
 - a. Extent of try-out period
 - b. Criteria used to select the team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Game commitments

B. Procedure

1. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a. Have competed in a minimum of three practice sessions.
 - b. Has performed in at least one intra-squad scrimmage.
 - c. Is personally informed of the cut by the coach and the reason for the action.
2. Cut lists are not to be posted.

3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the athletic program.
4. If a coach foresees difficulties arising as a result of squad cuts he/she should discuss the situation with the Athletic Director.

LOCKER ROOM AND RELATED FACILITIES

Locker Room Responsibilities

- A. Security.
 - B. Each coach is responsible for the actions of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
 - C. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games or meets, and stay until the last athlete has left.
 - D. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
 - E. Since many coaches will be using the office area; each coach must make an effort to keep this area as neat as reasonably possible.
 - F. Each coach shall keep a numerical record of the lockers used by his/her squad. A copy of this record shall be made available to the Athletic Director.
- ### **Locker Room Procedures**
- G. Roughhousing and throwing towels or other objects are not allowed in the locker room. Hazing of other players is not allowed.
 - H. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
 - I. No one except coaches and assigned players is allowed in the locker room after 3:00 p.m.
 - J. No glass containers are permitted in the locker room.
 - K. All spiked shoes or those with cleats must be put on and taken off outside the building. No spikes or cleats are ever allowed in any part of the school building.
 - L. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport season.
 - M. Athletes may use the phone in the training room to call home upon permission of a coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

Equipment, Training and Weight Rooms

- A. Controls
 1. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
 2. Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of medical or rehabilitation equipment in the training room must

be authorized and qualified personnel of the school district need to be present.

3. The coach will control the weight room. Both out-of-season and in-season coaches may supervise the weight room on a schedule as Established by the Athletic Director. At no time are athletes to use the weight room without authorized supervision.

B. Weight Room Objectives

1. To properly utilize a weight training facility in the best interest of all students.
2. To provide adequate coaching in technique in the weight room.
3. To provide program alternatives for achieving specific results.
4. To ensure that the proper safety measures are being employed during all training sessions.
5. To instill responsibility in the proper care of equipment.
6. To make opportunities available for athletes to enjoy the benefits derived from a sound weight-training program on a year-round basis.
7. To attempt to reduce sport connected injuries through well-developed conditioning.
8. To present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Weight Room Rules

1. Shirt and shoes are required at all times.
2. No one is allowed in the weight room alone.
3. All students must be under the supervision of a coach while in the weight room.
4. Lifters must work with a partner
5. Replace all weights on racks immediately following use.
6. Know your limits! Work with the coach in determining your limits.
7. Do lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
8. Remember that strength training is not only a supplement to athletic programs, also a highly skilled activity itself.

OUT OF SEASON PARTICIPATION

As of January 1995, Pinconning High School athletes may participate in other out of school athletic activities during a season, if they meet the following criteria:

1. The participation is not in violation of Pinconning High School or MHSAA rules or policies.
2. The high school coach must have knowledge of the participation.
3. The participation must not interfere with the regularly scheduled practices, contests, meetings, etc. or of the high school team.
4. The participating athlete must be passing ALL classes taken at Pinconning High School at the time he/she begins participation in the out of school activity.

ATHLETIC BOOSTER CLUB

The purpose of the Pinconning Athletic Booster Club is to support and encourage athletics at Pinconning Area Schools in an atmosphere consistent with the educational philosophy of the school community.

Objectives of the Booster Club are:

1. To develop an organization with an active and involved membership concerned with the total athletic program and all its participants, regardless of sex, race or socioeconomic status.
2. To promote school spirit, sportsmanship and to encourage attendance at all athletic events.

The Pinconning Athletic Booster Club is an organization operating separately and independently from the Pinconning Area School District.

NCAA CLEARINGHOUSE CERTIFICATION

Those students planning to enroll in college as a freshman and who wish to participate in Division I or Division II athletics must be certified by the NCAA Initial- Eligibility Clearinghouse which ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions. **To be certified by the Clearinghouse, an athlete must:**

1. Graduate from High School.

The athlete should apply for certification before graduation. If he/she appears to meet NCAA requirements, the Clearinghouse will issue a preliminary certification report. After graduation, the Clearinghouse will review the final transcript to make a definitive certification decision.

2. Earn a grade point average of at least 2.00

This GPA must be on a 4.00 scale and in a core curriculum of at least 13 academic courses taken during grades 9 through 12. Only courses that satisfy

The NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for “+” or “-” grades. The chart shows what your core courses must include at a minimum:

Core Courses Required for NCAA Certification	Division I	Division II
English Core	4 years	3 years
Math Core	3 years	* 2 years
Science Core	2 years	2 years
Social Science Core	2 years	2 years
From English, Math or Science	1 year	2 years
Additional Core: (English, Math Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion)	4 years	3 years
TOTAL CORE YEARS REQUIRED	16 years	14 years

Important Notes: For students enrolling as college freshman during 1996/97 and thereafter, Division I certification requires two (2) years of Math including at least one (1) year of Algebra and one (1) year of Geometry (or a course for which Geometry is a prerequisite).

REQUIRED TEST SCORES AND GRADE-POINT AVERAGES

**DIVISION I: Sample Core Grade-Point
Average/Test-Score Sliding Scale**

(Visit the NCAA or Clearinghouse Web site to view the full sliding scale)

Core GPA	SAT (Verbal & math only)	ACT (Sum score)
3.550 & Above	400	37
3.000	620	52
2.500	830	68
2.000	101 0	86

DIVISION II: There is no sliding scale.

- Required Core Grade-Point Average: minimum is 2.000.
- Required Test Scores:
 - Minimum SAT score is 820 (Verbal and Math sections only)
 - Minimum ACT sum score is 68.

For more information regarding initial-eligibility rules, please go to www.ncaa.org. Click on “Academics and Athletes.” You may also visit the clearinghouse Web site at www.ncaaclearinghouse.net.

Pinconning Area Schools NCAA Approved Core Classes

English:	Social Studies:	Mathematics	Natural/ Physical Science	Additional Core Classes
Grammar	American Government	Integrated Algebra I	Anatomy	French 1
Journalism	Current Issues	Integrated Algebra 1	Physiology/Physical Science	French 2
British Literature	Psychology	Integrated Algebra 2	Biology 1	French 3
Creative writing	U.S History	Integrated Algebra 3	Biology 2	Spanish 1
Mythology	Economics	AP Calculus	Chemistry 1	Spanish 2
Basic English 9	World Studies	Pre-Calc/ Trig	Chemistry 2	Spanish 3
Semantics	Sociology	Applied Math 1	AP Biology	
Speech		Applied Math 2	Physics	
Basic English 10		Applied Math 3		
Basic English 11		(1/2) Unit		
Adv. English 9,10,11				
AP English				
Adv. Journalism				
Principles of Tech 2				