

# Malcolm High School

## Student Handbook - Code of Conduct

Dear Students and Parents,

On behalf of the administration and faculty of Malcolm High School, we would like to welcome all students. The Student-Parent Handbook has been prepared so that you may be familiar with the regulations, policies and opportunities at Malcolm High School.

The information contained in this handbook will provide you with essential knowledge regarding Board Policy relating to attendance, discipline, student rights and responsibilities and other aspects of school life. The school's staff stands ready to be of service to each and every student. Do not hesitate to ask for help and assistance whenever necessary.

May you have a most enjoyable and rewarding school year!

Sincerely,

Sandra L. Sawyer, Principal

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Malcolm High School operates under a closed campus policy from 8:00 A.M.-2:50 P.M. Students who arrive late must report to the main office. Students are not permitted to leave the school campus without permission from the main office. Violation of this policy will be grounds for disciplinary action.

### ADMINISTRATION/COUNSELING STAFF

Main Office	635-6638 x 5200
Sandra L. Sawyer, Principal	635-6638 x 5201
Ann Schmit, Native American Advisor	635-6638 x 5224

## **MALCOLM HIGH SCHOOL MISSION STATEMENT**

Within a positive student-centered environment, each individual will have the opportunity to achieve academic success and to become a responsible and productive citizen.

## **SCHOOL POLICY**

All students attending Malcolm High School are expected to obey and uphold local ordinances, state and federal laws, as well as the policies and regulations of the Board of Education.

The authority of the Board of Education to establish the policies and regulations contained in this booklet is based on the Michigan Constitution, Michigan School Law, and Sault Ste. Marie Board of Education policy.

This handbook is intended to be a means of having students and parents better informed about practices, procedures, rules, and regulations of the daily operation of Malcolm High School. Careful reading of the document is encouraged. It is coordinated with Board of Education policy.

## **ACADEMIC REQUIREMENTS AND STANDARDS**

### **Credits**

Courses meeting 45 minutes per day, five days a week for one year receive one (1.0) credit, and for one

quarter receive one-quarter (0.25) credit.

### **Graduation Requirements**

24 Credits

### **State Requirements**

<b>Subject</b>	<b>Credits</b>
English	4
Math	4
Science	3
Social Studies	3
Physical Education	1
Health	.5
Fine Arts	1
On-line Computers	1
Foreign Language	1

### **District Requirements**

Computer Applications .5

8<sup>th</sup> grade Computer Applications can fulfill this requirement.

Credits toward graduation may be earned at other high schools or alternative education programs providing the credits are identified as ninth grade or higher.

The graduation ceremony takes place at the end of the school year. All graduates are encouraged to attend the graduation ceremony. Students who complete their graduation requirements before the end of the school year will not be required to attend school after that time. They will be provided a letter that certifies that they have met the graduation requirements.

Diplomas for all graduates will be conferred at graduation or after graduation for those not in attendance.

## **ACCIDENTS AND INJURIES**

While every precaution is taken for proper supervision and the prevention of accidents at Malcolm High School, accidents will occur. It is important that students report all accidents to the supervising teacher or to the office. Malcolm High School **does not** carry insurance covering accidents incurred under proper supervision, and parents should consider purchasing the optional insurance offered through the school if they do not have adequate health insurance protection.

## **AGE OF MAJORITY POLICY**

The Sault Ste. Marie Board of Education is fully aware of the Age of Majority. A person who is 18 years of age and is deemed to be an adult of legal age for all purposes whatsoever and shall have the same duties, liabilities, responsibilities, rights and legal capacity as persons heretofore acquired at 21 years of age.

With the following exceptions, the students' rules and regulations as set forth in Malcolm High School Handbook will continue to apply to all students.

Students 18 years and older may have the same privileges as parents as it relates to access to their own personal records and be in receipt of their own grade reports. Parents of students will be informed that this permission has been granted. Students **will not** be able to sign out for lunch. They may sign out but may not come back in the same day.

## **ATHLETICS**

Students from Malcolm High School can participate in athletic programs offered by Sault Area High School. Participation requirements can be found in the Student Athlete Handbook that can be obtained from the Sault Area Public Schools Athletic Office.

## **BLOOD-BORNE PATHOGENS**

Students are encouraged to report sightings of any bodily fluids to school staff. Appropriate cleanup and disposal measures will be taken by trained staff to guard against the spread of blood-borne pathogens.

## **BUS TRANSPORTATION**

Bus Transportation is available. The bus picks up students at or near their homes and delivers them to the Middle School area where a transfer is made to complete the delivery. At the end of the day the students are transported back to the middle school bus loop where they will board the appropriate bus.

Students are expected to follow all of the rules established for bus transportation. Failure to follow the rules may result in suspension or expulsion from the bus and may result in disciplinary actions at school.

### **CAREER CENTER OPPORTUNITIES**

Students at Malcolm High School have the opportunity to attend the Sault Area Career Center. All arrangements must be made through Malcolm High School administration, which will assist in placement and enrollment. School transportation must be used. Malcolm High School administration and the Career Center Director must approve other transportation arrangements.

### **CHECKOUT PROCEDURE**

Any student leaving the building during the school day for any reason must sign out in the school office.

### **CLOSED CAMPUS**

The main doors will be opened at 7:30 a.m. Upon arriving at school or on school grounds, students are to proceed into the building. Loitering in front of, or leaving the building or school grounds without permission will not be tolerated. At the conclusion of the regular school day, the student must board the bus or leave the school grounds

immediately after the last bell, unless the student is involved in school or community activities being conducted in the building. Hanging out in or around the school building after school is not allowed.

### **CONDUCT BETWEEN OR AT SHARED FACILITIES OR OFF CAMPUS**

Students who attend classes at Sault Area High School/Career Center or attend off campus school activities will conduct themselves in accordance with Malcolm High Schools Code of Conduct. Students are not allowed to enter any elementary or secondary schools in the district without school administration approval.

### **CORRIDOR CONDUCT**

Students are to proceed to their classes with a minimum of social mingling. Blocking the flow of traffic, running, horseplay, and excessive noise is not permitted. Students are required to be in the classroom and in their seats when the bell rings.

### **DISTRIBUTION OF OUTSIDE LITERATURE**

A public school system is responsible to all members of the community that it serves. For this reason, the school must remain impartial on many controversial issues, which affect our society

whether political, social, or religious.

The public school cannot be used as an agency for furthering one cause at the expense of another. Students and/or others are not permitted, therefore, to distribute special interest literature or use school facilities such as bulletin boards for special interest purposes of any obvious controversial nature. Any literature to be distributed by students, posters to be placed on bulletin boards, and/or announcements and other forms of mass communication must have prior approval of the principal. Sale of articles (cards, candy, etc.) or fundraisers not affiliated with school functions is not allowed.

## **DRESS CODE**

It is advisable to follow good habits of dress and grooming at all times. Malcolm High School requires certain standards that are based upon factors of health, safety, maintenance of the orderly function of school, and a manner reflecting appropriate taste. Clothing should not be distracting to students, staff, or community members within the educational environment.

Sunglasses are not to be worn inside the building.

Examples of clothing considered inappropriate include, but are not limited to:

- clothing exposing a bare midriff;
- short shorts, saggy and/or low-slung trousers;
- the grungy look, gang-related attire, bandanas, wallet chains and heavy gauge chains;
- miniskirts, halter tops, tube tops, low cut tops, muscle shirts, tank tops;
- clothing made of sheer material or spandex;
- clothing or accessories (i.e. back packs) which has printed matter with profane, inappropriate, obscene language, or advertises drugs, alcohol or tobacco products, or sexual connotations is not allowed;
- accessories that could be interpreted as dangerous.

Pants are to be pulled up to the waist and fastened so that they will remain in that position.

Outdoor garments are to be kept in lockers during school hours.

**Questions on the appropriateness of specific articles of clothing will be addressed by the administration.**

Violation of the Dress Code may result in the student calling home for proper attire and/or a Disciplinary Referral written with sanctions administered.

## **ELECTRONIC / COMMUNICATION DEVICES**

Cell phones, iPods, MP3 players and any other electronic devices may be kept on your person but only music devices may be used with permission from a teacher during class time. Cell phones may not be used (including texting) at anytime unless you are in the office area of the building and you have permission to use it. If you abuse any of these procedures, you will be asked to turn in your phone/music player to the office and you may pick it up at the end of the day. Any student that refuses to turn in their electronic device when asked to do so will be asked to leave the building for the remainder of the day and it will be unexcused.

## **EMERGENCY CLOSING OF SCHOOL**

In the event of inclement weather and/or conditions that make school closure necessary, radio stations: RADIO: AM 1230-WSOO, AM 101.3-WSUE, AM 99.5-WYSS, FM 1400-KNOW, 97.9-WHIC, Q-104 Canada and 98.3-WCMU. T.V.: WWUP 9 & 10, WGTU 29 & 8, WTOM 7 & 4 and FOX 61 will be notified. During inclement weather, close attention should be paid regarding school transportation from 6:00 a.m. to 8:00 a.m.

## **EVACUATION PLAN**

Students and staff will exit each room into the hallway and out the nearest marked Exit door at the direction of school staff. Evacuation schematics are posted in each room near the entry door.

Malcolm High School will also incorporate practice training for students and staff to ensure safety in the event of a critical incident.

## **EYE PROTECTION**

If required by the classroom teacher, all students are expected to wear eye protection at all times except in clearly marked safe areas.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and guardians of students under 18 years of age and students 18 years of age and older have the right to block the release of general information about the student. If you wish to stop this release of directory information, contact the School office.

All parents and guardians of students under 18 years of age and all students 18 years of age or older have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district relating to the student. Confidential student information cannot be released

without written authorization from the student or parent.

## **FIRE DRILLS**

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated when the alarm sounds, during lunchtime, before and after school. If an alarm is sounded when students are not in the classroom, they are to use the nearest exit.

Teachers will lead their groups from the building in an orderly manner to the exits assigned to their classrooms. All teachers, other employees and visitors shall participate in fire drills. This means leaving the building unless assigned to a duty in connection with the fire drill. Teachers will take their groups far enough away from all exits and driveways to make room for the classes that follow. Students and teachers will return to their classrooms quickly and orderly when the proper all-clear signal has been given.

## **FOOD SERVICE**

Meals are available to all students at prices determined by the Board of Education. Information concerning eligibility for free or reduced priced meals is available to parents. Students may bring a sack lunch. Milk may be purchased separately.

Lunch period should be a time of socialization and relaxation. Loud, boisterous, or rough behavior that infringes on the rights of others will not be tolerated.

All students are welcome and encouraged to participate in the food service program. Each family has their own account and all of their children that attend school in our district will be on that account. Any deposit or charge by a family member will affect the family account.

Students may deposit money into their family account by going to the office in the morning before school or during lunch. Cash or checks are accepted and should be made payable to "Malcolm High School." All checks made payable to the school for a student lunch will be deposited in his/her family account for the amount of the check and change will not be made. We are unable to make change for large bills; therefore, please make sure your student has an appropriate amount. It is the student's responsibility to keep track of the family balance by asking the food service clerks. *We cannot provide credit. However, we will allow a grace period of two days if a student account is otherwise in good standing. Only a reimbursable meal will be provided, and the price debited from the account. If a deposit is not received during the grace period, we will provide a cheese*

*sandwich and milk; \$1.00 will be charged to the account. After the two days, students will not be allowed to have lunch until the account is settled.* Parents are encouraged to continually check their child's food service account balance to ensure it is adequately maintained. To maintain a pleasant, orderly lunch and breakfast room, all students are required to cooperate. Additional rules are:

1. Trays and all trash are to be placed in appropriate recycling or disposal areas.
2. Students may sit where they choose, unless designated by staff.
3. Food and/or any other items are not to be thrown. (Violation will result in disciplinary action that may include suspension). Students are required to clean up after themselves prior to being released.
4. Loitering in restrooms is not allowed.
5. Food and beverages are to remain in the cafeteria at all times.
6. Students are to remain on the 1<sup>st</sup> floor until the bell rings.

### **FUND-RAISING ACTIVITIES**

The Principal must approve all fund-raising activities.

### **HONOR ROLL AND AWARDS**

There are four honor rolls each year, one for each nine-week marking period. To attain honor roll status, a student must achieve a

B (3.0) average for the marking period. The average is to be determined on a scale of an A (4.0), A- (3.67), B (3.0), B+ (3.33), B- (2.67), C (2.0), C+ (2.33), C- (1.67), D (1.0), D+ (1.33), D- (0.67) and E (0.0) points. A student cannot have a grade of D or lower in any subject.

### **IMMUNIZATIONS**

All students new to Malcolm High School must provide up-to-date records of immunizations that meet state requirements. Students will not be permitted to attend until they meet existing guidelines.

### **LOCKERS**

Student lockers are the property of the school. Students are responsible for the care and cleanliness of their lockers and the contents of the locker assigned. Periodic inspections will be conducted for the purpose of keeping lockers in proper working condition and assuring neatness and appropriate contents. Students may be required to pay for any damages to their assigned lockers. Students are responsible for locker security and are encouraged to keep their combinations confidential. It is best to leave valuables at home or to check them at the office.

### **MEDICATION**

Although it is more desirable that medication be administered at

home, the school district recognizes that some students are only able to attend school on a regular basis because of the effective use of medication in the treatment of chronic disabilities or illness.

If medication must be taken at school, the following regulations must be followed:

1. Medication must be brought to school in the original container and labeled as to name of pupil, name of medication, dosage to be given, and times to be given.
2. A written prescription from the child's physician accompanied by the written authorization of the parent.
3. Medication must be kept in the office during school and dispensed according to physician's orders.

These regulations apply to prescriptions as well as "over the counter" medications, including Tylenol or Advil. Students will be allowed to carry with them Inhalers (the proper medical form **must** be filled out) and cough drops.

Students who bring prescription or over the counter drugs to school without checking them into the office **will** receive disciplinary actions.

**NETWORK AND INTERNET ACCESS ACCEPTABLE USE POLICY**

Sault Area Schools provide students access to the District's electronic network. This network includes, but is not limited to, Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Sault Area Schools electronic network and applies to all school-owned equipment whether it is used onsite or offsite.

**A. District Guidelines**

Violations of this policy may result in the loss of access privileges as well as other disciplinary and/or legal action as determined by Administration.

1. The Sault Area Schools electronic network has been established for educational purposes. The term "educational purpose" includes classroom activities, career development and limited high-quality self-discovery activities.

2. The Sault Area Schools electronic network has not been

established as a public access service or a public forum. Sault Area Schools has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

3. It is presumed that students will honor this agreement. The District is not responsible for the actions of students who violate it beyond the clarification of standards outlined in this policy. Users will reimburse the District for any damage that is caused by students' inappropriate use of the network or equipment.

4. The District reserves the right to monitor all activity on this electronic network and to view and/or delete such files as deemed unlawful, obscene, pornographic, abusive or otherwise objectionable.

5. The District reserves the right to take disciplinary action based on actions taken on or off school property that are intended to disrupt the educational or psychological success of another student or group of students who are in attendance of the school or using the District network.

**B. General Unacceptable Behavior**

Students are accountable for acceptable behavior as defined in the Student Handbook while on the network or using technology offline, and inclusive of additional

guidelines indicated in the Network Acceptable Use Policy.

1. The District and/or network resources are intended for the exclusive use by their registered users. The student is responsible for the privacy of his/her account access credentials (i.e., login & password, etc.). Any problems, which arise from the use of a user's account, are the responsibility of the account holder. Furthermore, use of an account by someone other than the registered account holder is forbidden and subject to disciplinary action.

2. Students will not circumvent Internet filtering by any means, including but not limited to external proxies, or other programs designed for such purposes.

3. Students will not download, install, or copy unauthorized licensed or copyrighted software.

4. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Students will not abuse network resources such as sending chain letters or spamming.

6. Students will not display, access, or send offensive messages or pictures.

7. Students will not use the Sault Area Public Schools electronic

network for commercial-for-profit, illegal, or other unauthorized purposes (i.e. advertisements, political lobbying) in any form.

8. Students will not attempt to access non-instruction District systems such as student information systems or business systems.

9. Students will not use any wired or wireless network (including third party Internet service providers) with equipment brought from home. Only equipment owned by the District is to be used by students.

10. Students will not use the District equipment, network, or credentials to send or post electronic messages that are inappropriate in an educational setting, abusive, obscene, sexually oriented, threatening, discriminatory, cyber-bullying, harassing, or damaging to another's reputation, or illegal.

11. Students will not repost a message individually or publicly that was sent to them privately without permission of the person who sent them the message.

**C. E-Mail**

1. High school students will be provided with e-mail accounts.

**D. World Wide Web**

1. Sault Area Schools make every available attempt to protect its students from damaging images or texts found on the Internet, but no system can be considered 100% effective and as such the District cannot be held liable for damages, psychological or monetary, caused by the use of viewing or any contents of the Internet.

2. Students will not circumvent Internet filtering by any means, including but not limited to external proxies, or other programs designed for such purposes.

**E. Real-time Interactive Communication Areas**

1. Students may not use chat or instant messaging except under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the District or an individual school.

**NONDISCRIMINATION**

No public-school student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination because of the student's race, color, national origin, sex, religion, or handicap condition under any program or activity of the Department of Education.

**NON-SESSION TIMES**

There will be times when Malcolm High School is not in session but other schools in our district are. Malcolm High School students are not to visit any other school in the district when Malcolm High School is not in session.

### **PARENT / TEACHER CONFERENCES**

Conferences with teachers may be scheduled during or after school hours by making arrangements with the teacher, counselor, or office. In addition, parent/teacher conferences are scheduled in November and February.

### **PARKING LOT**

The parking lot is school property. All behavior rules apply in the parking lot. Students are to park only in available parking spaces. If there are no spaces available, there is parking on West Spruce Street. Students are not to park in the neighbors' parking lots, as they will be subject to violations from the city. Students are not allowed to enter their vehicles during school hours without permission from the principal.

### **PROGRESS REPORTS**

Computerized progress reports for students maintaining a C- or below will be mailed to parents at the mid point of each 9-week marking period.

### **REPORT CARDS**

Report cards will be sent home at the end of each nine-week marking period.

### **SAULT HEALTH ADOLESCENT CARE CENTER**

The Sault Health Adolescent Care Center (SHACC) is a student health clinic located in Room 601 at the Sault Area High School. The center serves the students of Sault Area High School and Career Center, Sault Middle School, and Malcolm High School.

Services are provided by Teri Kowalski, Certified Nurse Practitioner, and Weber & Devers Psychological Services during the entire year and includes:

- Primary Care
- Immunizations
- Comprehensive Physicals
- Dental
- ADHA or allergies
- Chronic illness care such as asthma, diabetes
- Mental Health Counseling
- Tobacco cessation
- Alcohol & drug abuse counseling
- Group & individual counseling
- Weight Mgt. counseling
- Concussion Assessments

Most insurance, including Medicaid are accepted. A sliding scale fee based on the student's

income is available for charges not covered by insurance and for those who do not have insurance. We will also assist any family who does not have health insurance with information and applications for Health Kids Insurance. The SHACC is currently offering services to non-SHACC eligible clients. Parental consent is required. Consent forms are available in the school office. For more information, please call 635-3839 x5802.

## **SCHOOL COMMUNICATION VIA WEB SITES**

Malcolm High School's web page <http://saultas.schoolwires.com/malcolm/site/default.asp> is used to view daily announcements, school information, and teacher web pages.

Home Connection is a link from the School's web site to the Illuminate web site. Parents may view a student's grades, attendance, and food service activities through this web site. You must have a username and password to access the information. A username and password can be requested by completing a form available in the school office.

## **SEARCH AND SEIZURE**

School officials maintain the right to seize items in a student's possession. They also may search student's property or school

property (lockers, desks, book bags, purses, etc.) assigned to a student as well as vehicles on school property at any time. The School District may employ the use of law enforcement agencies and/or dog searches of school property and personnel to ensure the safety of the school building.

## **SEGREGATION**

Students exhibiting extremely disruptive or dangerous behavior may be segregated from the student population until a parent or guardian can be contacted to pick up the student.

Multiple referrals will result in higher-level consequences. The accumulation of multiple disciplinary referrals is viewed as persistent misbehavior and may result in long term suspension, altered schedule or expulsion.

Upon reentry to school, following an out-of-school suspension, a meeting with a parent or guardian may be required.

## **SEVERE WEATHER POLICY**

In the event of **early release from school**, the school will use the following procedures:

1. School release times will be announced on radio and television.
2. Students will be released to ride their scheduled bus or walk.

3. Phone lines will remain open for **emergency** calls only.

### **SNOWMOBILE USE**

Snowmobiles are allowed on the property with prior permission from the principal.

### **STUDENT EXPRESSION**

Although a student retains his/her First Amendment rights while in school, school authorities have the duty to operate schools that provide a safe and orderly environment. Student expression that is offensive to others, disruptive of the educational process, or threatening to the safety and orderly operation of the school will result in disciplinary action.

### **STUDENT RESPONSIBILITIES: CITIZENSHIP**

Students are responsible for the following:

- Attend school daily
- Be on time for school and class
- Come to class prepared
- Complete and turn in all schoolwork and homework
- Obey all school rules and community laws
- Safe keeping of all school issued textbooks, uniforms, or other materials
- Assist in promoting a safe and orderly environment
- Respect the rights of others

- Respect public and private property
- Maintain a positive attitude
- Each student is encouraged to help make school a good place to be

### **SUMMER SCHOOL**

Summer school classes are offered on a referral basis. Students taking a summer school class must have previously failed the class and must have written approval from the school administration.

### **SUPPORT SERVICES**

The Native American Advisor is available to assist Malcolm students and parents with all aspects of school. Other services include: Short-time personal counseling; Referrals to other Agencies as necessary; Classroom guidance; Career information and awareness; Interpretation of test results; Parent conferences; and Development of long-range goals.

### **TARDY POLICY**

**A student must be in class and in their seat at the established starting times or they will be considered tardy.** A tardy can be considered excused or \*\*unexcused.

When a student reaches his/her third tardy, it is considered an absence in that class.

Tardiness over five (5) minutes (Except 1<sup>st</sup> hour, ten (10) minutes), will be counted as an absence to be counted toward the nine (9) day limit per quarter.

\*\*Tardiness due to personal transportation and/or getting up late will not be considered excused.

## TELEPHONE

Students may use the phone in cases of **emergency only**. **Arrangements for after school activities and transportation should be made prior to leaving for school that day.** Forgotten textbooks, assignments, lunch money, etc., must be the responsibility of the student. Telephone messages from parents/guardians will be accepted in **emergency** situations.

## TEXTBOOKS

The school provides a classroom set of textbooks for use during class periods. The books are not to be taken out of the building. If an assignment is given that requires material from the textbook to be used outside of the building the teacher will provide photocopies to the student. Students wishing to check out a book should contact the main office.

## USE OF SCHOOL FACILITY

The school facilities of Sault Ste. Marie Area Public Schools are

available to responsible groups and individuals in the area upon completion of the Request for the Use of School Facilities Form. The form can be obtained in any school building's main office or the District Administration Building.

## VISITORS

Students are not permitted to have visitors at school. Special situations will be reviewed by the principal.

Parents are welcome to visit the school at any time but must report to the school office upon their arrival.

For safety purposes students are not allowed to open the door at any time to let visitors into the building. Students letting visitors in without permission will be subject to the discipline policy.

## WITHDRAWALS/TRANSFERS

Any student withdrawing from school or transferring to another school district during the school year must secure a Withdrawal Form from the office. Also, he/she must:

1. Return all textbooks and school materials,
2. Pay all fines and obligations,
3. Clean assigned locker,

4. Leave new address, if known, with the office and

5. Complete Withdrawal Form and submit to the main office.

## **WORK PERMITS**

Students must be at least 14 years of age and have a job offer before forms will be issued. Work permits may be obtained from the Sault Area Career Center. A work permit is required until the student reaches 18 years of age.

## **ATTENDANCE POLICY**

In accordance with the Michigan Compulsory Attendance Law (380.1561), "Every parent/guardian or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

The responsibility of regular attendance in school rests with the student and most assuredly with the parents. The parents or guardian are an integral part of the school's educational team and will be regularly informed of any attendance problems. Malcolm

High School accepts the responsibility of keeping accurate records of attendance.

## **ATTENDANCE REQUIREMENTS**

The total number of allowable absences in each class is nine (9) per quarter. This does not include school related/imposed absences or absences due to extenuating circumstances. School related or imposed absences do not count toward the nine-absence limit. Examples of these types of absences include:

- School related: field trips, athletic events, service club activities, etc.
- School imposed: in/out of school suspensions

Extenuating circumstances may also be taken into consideration. These absences may include:

- Serious illness, hospitalization, or professional appointments that cannot be scheduled after school (e.g. dentist, physician, court appointments). These absences must be verified by a professional excuse. The excuse must be submitted to the office within 48 hours of the student's return to school. The school district reserves the right to require corroborative evidence when deemed necessary

- Attendance at a funeral or death of an immediate family member, verified by a written parental/guardian excuse or phone call.
- Observance of religious holidays that have been pre-arranged with the student's teachers and building administration before the student's departure.
- Those situations and pre-planned absences which are beyond the control of the student, as determined by building administration, including those that cause reasonable concern to the parent for the safety and health of the student. Preplanned absence forms must be submitted to the office three (3) days before the absence occurs.

The following absences may be considered unexcused if no extenuating circumstances exist.

- A student absent from school without valid cause for a school day or a portion of a day. This includes students skipping class/es or a parent's failure to contact the school to verify their student's absence. Notification of the absence must be received within 48 hours of the student's return to school.
- Tardiness is defined as an act of being late to school or classes. Excessive tardies can

be seen as being truant. Student tardiness will count as an absence if the student arrives more than 5 minutes late to a class without an excused pass from the office. The absence will count only towards the particular class for which the student is tardy. The tardy will be considered unexcused if no extenuating circumstances exist. **NOTE:** A student missing the bus or oversleeping will not be considered excused.

## **ATTENDANCE PROCEDURES**

When a student is absent, a parent/guardian must call the main office to verify the student's absence. If the parent is unable to call, a written note received within 48 hours of the student's return to school will suffice and be reflected as such in the student's attendance record.

Computerized telephone calls will be made to the homes of students who are absent for any portion of the school day. These calls will occur on the day of the student's absence.

## **MALCOLM HIGH SCHOOL TRUENCY PROTOCOL is as follows:**

Parents/Guardians will be informed of absences by mail and/or phone

after the student's 4th and 6<sup>th</sup> absences. The communication will remind parents of the importance of regular school attendance, potential attendance issues, and the consequences of the student not attending school.

At 8 absences, parents will be called and a letter, including the truancy protocol, will be sent home. The parent will be notified that if their child reaches eight absences in any class, they will lose credit in those classes and will also be reported to the appropriate court as being in violation of the truancy protocol.

At 10 absences, the student's attendance will be reported to the probate court as being in violation of the truancy protocol.

**Further absences**

A complaint will be forwarded to the Chippewa County Prosecutor's office.

When a student arrives late to school, he/she must report to the main office. A tardy can be considered unexcused if no extenuating circumstances exist.

When a student must leave school early, the parent/guardian must contact the school in writing or by phone. Students under the age of 16 will be released only to parents/guardians, or a person designated on the Emergency Release form in the office.

**Non-Attendance-Drop Policy**

If a student is dropped from a quarter at Malcolm High School due to non-attendance, they will be admitted the following quarter. If the student is then dropped from the next quarter due to non-attendance, the student will be moved to a waiting list. Students will be put on the waiting list for being dropped for non-attendance of two consecutive quarters. The student is not guaranteed admittance if the roster is full.

Any questions regarding the attendance policy or its interpretation should be brought to the attention of the building principal.

**HOME CONNECTION AND UNEXCUSED ABSENCES**

All student absences will appear as unexcused on the Home Connection page (EVEN IF YOU CALLED, SENT A NOTE OR SIGNED A STUDENT IN/OUT AT THE OFFICE), with the exception of school imposed and/or absences due to extenuating circumstances.

Any questions regarding attendance policy or its interpretation should be brought to the attention of the building principal.

## STUDENT CODE OF CONDUCT

### Malcolm High School Philosophy Toward Discipline

The Board of Education along with the administration and staff of Malcolm High School believe that the school environment must be conducive to learning. Students cannot learn and teachers cannot teach in a chaotic environment. Accordingly, administration and staff have several duties that lend themselves to creating an environment conducive to learning. They are:

- To protect the rights and privileges of all members of the school community.
- To help students to grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law-abiding citizen in a democratic society.
- To follow disciplinary policies and take necessary, appropriate action if situations arise that take away from the educational process.

If a student is found to be in violation of any rules or fails to follow instructions issued by a staff member, he/she will be subject to various disciplinary actions. Since each situation is unique, he/she will be treated individually with disciplinary action consisting of any or all of the following procedures:

- Conference with school administration
- Notification of parents
- Request for parent conference
- Referral to counseling
- Referral to another agency
- Removal from class
- Suspension from class and school
- Request for police assistance
- Request for medical attention
- Referral to the superintendent
- Recommendation for expulsion

### **Student Discipline Code**

The Board of Education has adopted the following policy with regard to student discipline:

“The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.”

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

Conform to reasonable standards of socially acceptable behavior.  
Respect the person and property of others.

Preserve the degree of order necessary to the educational program in which they are engaged. Respect the rights of others. Obey constituted authority and respond to those who hold that authority.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following provides an explanation of behavior that could result in disciplinary action and/or possible consequences. The absence of a behavior or any specific action does not mean that such conduct does not violate the discipline code or cannot be punished. Violations of the discipline code may result in suspension and based on the severity or repeated violations of the discipline code, may lead to expulsion.

#### Explanation of Terms Applying To The Student Discipline Code

### 1. Use of Drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any student activity and transportation. This means that any activity/sale, distribution, possession, suspicion of use, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Many drug abuse offenses are felonies. **Violations of this rule will result in parent notification and will result in suspension, expulsion and/or police involvement.**

### 2. Use of BreathTest Instruments

The administration may arrange for a breath test for bloodalcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

*The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.*

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

### **3. Use of Tobacco or E-Cigarettes**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, suspicion of use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. **Violations of this rule will follow the Progressive Discipline plan below:**

**1<sup>st</sup> Offence – Tobacco Cessation offered through the SHACC.**

**2<sup>nd</sup> Offence – 1 day suspension**

**3<sup>rd</sup> Offence- 3 day suspension**

**4<sup>th</sup> Offence – Behavior Contract**

**All of these are subject to police involvement if deemed appropriate.**

### **4. Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of

any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **5. Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. **Possession of a weapon will subject a student to expulsion and/or police involvement.**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weaponfree school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife

opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

**6. Use of an Object as a Weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation will subject a student to suspension/expulsion and/or police involvement.

**7. Arson**

Arson is a felony and will subject the student to expulsion and/or police involvement.

**8. Physically Assaulting a Staff Member/Student/Person Associated with the District**

Physical assault on a staff member, student, or other person associated

with the District, which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to suspension/expulsion and/or police involvement.

**9. Verbally Threatening a Staff Member/Student/Person Associated with the District**

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats will result in a 1 to 3 day suspension/expulsion and/or police involvement.

**10. Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule may result in suspension or expulsion and/or police involvement.

**11. Gambling**

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

## **12. Falsification of School-work, Identification, Forgery**

Forgery of school documents, plagiarism and cheating are all forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule may result in suspension or expulsion and/or police involvement.

## **13. False Alarms and False Reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule may result in suspension or expulsion and/or police involvement.

## **14. Explosives**

Explosives, fireworks, and chemical reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule may result in suspension or expulsion and/or police involvement.

## **15. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled from school, the student is not

allowed on school property without authorization of the administration. Violations of this rule may result in suspension, expulsion and/or police involvement.

## **16. Theft**

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

## **17. Disobedience**

School staff is acting "in loco parentis," which means that the law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in disciplinary action.

## **18. Damaging Property**

Vandalism and disregard for school property will not be tolerated. Violations may result in suspension or expulsion and/or police involvement.

## **19. Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence may lead to suspension from school. Malcolm High School will adhere to the Chippewa County Truancy Protocol.

## **20. Unauthorized Use of School or Private Property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule may result in suspension or expulsion.

## **21. Refusing to Accept Discipline**

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal will result in further disciplinary action and/or police involvement.

## **22. Aiding or Abetting Violation of School Rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subjected to suspension or expulsion.

## **23. Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. Overt physical familiarity will not be condoned. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in disciplinary action.

## **24. Possession of Electronic Equipment**

The school supplies most electronic equipment necessary in school. Students are not allowed to bring electronic devices such as: radios, portable TV's, pagers, cellular telephones, pagers, cellular telephones, CD players, MP3 players, etc. without the permission of the administration. The property will be confiscated, and disciplinary action may be taken. Violations of this rule may result in disciplinary action.

## **25. Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that

environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules may result in disciplinary action.

**26. Disruption of the Educational Process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule may result in disciplinary action.

**27. Harassment**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment may result in disciplinary action including suspension or expulsion from school and/or police involvement.

Conduct constituting harassment may take different forms, including but not limited to the following:

**Sexual Harassment**

**A. Verbal:**

The making of oral or written innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

**B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

**C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coercing sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**Gender/Ethnic/Religious/Disability Harassment**

**A. Verbal:**

1. Oral or written innuendoes, comments, jokes,

insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

**B. Nonverbal:**

1. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District

**C. Physical:**

1. Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should

make contact with any member of the Malcolm High School staff to report any harassment incident.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the building administrator.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost

candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse that will require the student abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

**28. Other:  
Harassment-Intimidation –  
Bullying – Cyber Bullying**

Because it has become a continually serious problem in some circumstances re: physical, verbal or written harassment along with harassment online, the following procedures will be instituted in this manner if a student is persistently involved in such activities:

- Verbal warning – parent/guardian contact
- Suspension (1 to 3 days) – parent/guardian contact with meeting
- Long term suspension (up to 10 days) – parent/guardian meeting

**29. Criminal Acts**

Any criminal acts taken at or related to the school will be

reported to law enforcement officials and may be disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

**DISCIPLINE**

It is important to remember that the school's rules apply to students while they are going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School bus rules.

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

Two types of discipline are possible, informal and formal.

**Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments
- change of seating or location
- in-school suspension

**Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 45

school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the administration and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and are expected to be present. The principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate

jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

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

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

### **Students Rights and Responsibilities**

1. Students have the right to a free public education. Students have the responsibility to attend school in compliance with the established code of conduct, attendance procedures and other rules adopted for the operation of the school program.

2. Students have the right to participate in the educational process, in safe buildings and to physical safety and protection of personal property. Students have the responsibility to allow other students the opportunity to participate in the educational process and to help promote a climate free of disruption and disorder. It is also the responsibility of all students to respect all school rules as they relate to safety in the building and to engage in conduct

that respects the personal or property rights of others.

3. Students have the right to use textbooks and classroom materials. Students have the responsibility to take care of school textbooks and materials or pay for their repair or replacement.

4. Students have the right to present petitions, complaints or grievances to school authorities and the right to receive acknowledgement that the petition, complaint, or grievance has been received. At the time of acknowledgement of receipt is made; the appropriate school authority shall specify when a reply will be made. Students have the responsibility to pursue petitions, complaints and grievances through established procedures.

5. Students have the right of respect from all school staff and other students. Students have the responsibility to respect all school staff and other students.

6. Students have the right to consultation with teachers and administrators concerning those matters pertinent to their welfare.

Students have the responsibility to:

- Respect the rights of staff members in scheduling consultations at a mutually acceptable time.

- Be willing to explore and comply with reasonable alternatives.

### **Procedural Due Process For Rules And Regulations Of The School Community**

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.

2. Every effort shall be made by administrators and faculty members to resolve the incident with the student and his/her parent or guardian.

3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to contest: the facts which may lead to disciplinary action; the appropriateness of the sanction imposed by a disciplinary authority; or alleged prejudice or unfairness towards the student.

### **Due Process**

#### **Suspension procedure**

An administrator shall inform and involve parents whenever a suspension is assigned, if possible.

At such time the principal or designee determines that suspension is an appropriate action, he/she shall inform the student orally or in writing of the charges and evidence, and provide the student an opportunity to present his/her version.

1. Inform the parent/guardian of the charges, the rationale for the suspension, and the length of the suspension. Communication shall be by phone or written notification. A copy of the student referral form shall be kept on file, and the original sent to the parent/guardian.

2. Grant a conference on request to the parent/guardian of the student to discuss the offense and the suspension decision. The principal or the designee may alter or negate the original suspension decision as a result of the conference. If the suspension is negated, all records of the suspension shall be removed from the files.

3. In the event a principal deems it necessary, a student may be sent home during school hours. Records should be maintained of the circumstances under which the student was sent home.

4. A conference between the principal, or designee and at least one parent, guardian, or caseworker, may be required before

the student will be readmitted to school.

5. During the period of suspension, the student is not permitted to be on school property or to participate in school activities. This includes all elementary and secondary school buildings in our district.

#### Appeal process

A student or minor student's parent/guardian may appeal a suspension decision.

The aggrieved student or minor student's parent/guardian may request an administrative review of a suspension. The request must be made within two (2) school days of the decision being reviewed. It shall be directed to the appropriate school building administrator.

The hearing is not a court proceeding and court rules of evidence shall not be enforced.

The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer testimony of other witnesses and present other evidence.

#### Expulsion

If, in the principal's opinion, the alleged infraction warrants expulsion, s/he shall refer the case to the Superintendent and submit the following documentation:

1. the rule(s) alleged to have been violated;

2. the charges against the student;
3. approximate date of the violation;
4. recommendation(s) for long-term exclusion or expulsion;
5. copy of suspension; and
6. chronology of disciplinary corrective actions and witness statements.

The Superintendent shall review the documents for accuracy and completeness and schedule a hearing with the Board.

Notice of Hearing

The notice must be provided to the student and the student's parent and shall contain:

1. the rule(s) alleged to have been violated;
2. the charges against the student;
3. the time and place for the hearing; and
4. a statement of the student's and parent's rights:
  - a. to review written statements about the alleged misconduct;

- b. to review the student's records;
- c. to counsel;
- d. to appear in his/her own behalf and for parents or guardians to appear; and
- e. to produce witnesses and present evidence on his/her behalf.

5. The Board of Education must conduct the hearing in compliance with the Open Meetings Act.

**STUDENT GRIEVANCE PROCEDURE**

Information provided for parents and students of the Sault Ste. Marie Area Public School District.

Non-Discrimination

- Title IV and Title VII, Civil Rights Act Of 1964 and Age Discrimination in Employment Act of 1967
- Title IX of the Education Amendments Of 1972
- Section 503 and Section 504 of the Rehabilitation Act of 1973
- Section 402 of the Vietnam Era Veterans Readjustment assistance Act Of 1974

As required by law under the above named titles and sections, the Board of Education assures that no person shall, on the basis of race, color, age, religion, sex, handicap,

or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the programs and activities under the control of the Board of Education.

The Board of Education hereby appoints the Superintendent and its Equal Opportunity Officer for the above named titles and section. The Superintendent is charged to develop an Affirmative Action Program for the school district and to establish procedures necessary for effective, uniform, and judicious enforcement of equal opportunity standards.

The Superintendent or his designee shall make available to all participants, beneficiaries, and other interested persons, information regarding the provisions of the above named titles and sections, and their application to the district program.

Student Grievance Procedure is available in the school office

**STATEMENT OF ASSURANCES**

Sault Ste Marie Public Schools Board of Education Statement of Assurances of Compliance with Federal Law--

The Sault Ste. Marie Area Public Schools Board of Education complies with all Federal laws and regulations prohibiting

discrimination and with all requirements and regulations of the U.S. Department of Education, but not limited to, Title II of the Americans with Disabilities Act of 1990 (ADA) Section 35-130, Title VI of the Civil Rights Act of 1964, Title VII, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, and Sec. 503 and 504 of the Rehabilitation Act of 1973, as amended, and Sec. 402 of the Vietnam Era Veterans Readjustment Assistant Act of 1974. It is the policy of the Sault Ste. Marie Area Public Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against or excluded from participation in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Limited English proficiency shall not be considered a barrier to participation in any program offered by the Sault Ste. Marie Public Schools.

In all cases of grievance or concern, interested parties should contact the Personnel Director, Sault Ste. Marie Area Public Schools, 876 Marquette Ave., Sault Ste. Marie, MI 49783, telephone number (906) 635-3839, Ext. 5011, who is designated the School

District's coordinator and Chief Compliance Officer.

District's Coordinator and Chief Compliance Officer.

**SAULT AREA PUBLIC  
SCHOOLS AFFIRMATIVE  
ACTION STATEMENT**

The Sault Area Public Schools, as an Equal Opportunity/Affirmative Action employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with amendments) of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Veterans Readjustment Act of 1974 as amended 38 U.S.C. 2012. It is the policy of the school board that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status, shall be discriminated against in employment, educational programs and activities, or admission. It also includes Elliott-Larsen Civil Rights Act 37.2101. It is the policy that discrimination because of sex includes sexual harassment, which means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Inquiries or complaints should be addressed to Personnel Director, Sault Ste. Marie Area Public Schools, 876 Marquette Ave., Sault Ste. Marie, MI 49783, telephone number 906 635-3839, ext. 5011, who is designated the School