

# Harper Woods High School



“Where Education Is Expected and Respected”

2013-2014  
Student/Parent Handbook



## **INTRODUCTION**

WELCOME .....	2
DISTRICT MISSION STATEMENT .....	2
STAFF LIST AND PHONE NUMBERS .....	2

## **GENERAL SCHOOL INFORMATION**

ACCIDENTS & INSURANCE .....	3
ATHLETIC PROGRAM – CODE OF CONDUCT ...	3
ATHLETIC POLICY .....	3
ATTENDANCE POLICY .....	4
BELL SCHEDULE .....	6
BOARD OF EDUCATION .....	6
CAFETERIA .....	6
CLOSING OF SCHOOL .....	7
COMMUNICABLE DISEASE .....	8
DANCES-OUTSIDE GUEST POLICY .....	8
DETENTION – AFTER SCHOOL .....	8
DROPS AND ADS .....	8
DUAL ENROLLMENT .....	8
EMERGENCY CARE/CARD .....	9
EXTRA & CO-CURRICULAR	
ACTIVITIES .....	9
FIRE DRILLS .....	10
GUIDANCE AND COUNSELING	
SERVICES .....	10
SOCIAL WORK SERVICES .....	10
HEALTH SERVICES .....	10
HONOR ROLL/GRADING/CITIZENSHIP .....	10
IMMUNIZATIONS .....	11
LIBRARY/MEDIA CENTER .....	11
LOCKER CARE AND USAGE .....	11
LOST AND FOUND .....	11
MEDICAL TRANSPORTATION .....	11
MEDICATIONS NONDISCRIMINATION POLICY.	12
PARENTAL RESPONSIBILITIES .....	12
PARKING – STUDENTS .....	13
PEER MEDIATION .....	13
PERFECT ATTENDANCE .....	13
PERSONAL PROPERTY .....	13
PHYS. EDUC. MEDICAL	
EXCUSE POLICY .....	13
REPORT CARDS .....	13
REPRODUCTION EDUCATION	
RIGHTS .....	14
RIGHT OF APPEAL .....	14
SCHOOL IDENTIFICATION BADGES .....	14
STUDENT RECORDS .....	14
TESTING OUT OF CLASSES –	
HIGH SCHOOL .....	15
TEXTBOOKS /TECHNOLOGY	
EQUIPMENT .....	15
TORNADO SAFETY .....	16
VACATION .....	16
VISITORS .....	16
WORK PERMIT .....	16

## **PROCEDURAL RULES & REGULATIONS**

ALCOHOL AND DRUGS .....	16
CD PLAYERS, RADIOS,	
HEADPHONES, ETC .....	17
CELL PHONES, PAGERS, ETC .....	17
CHEATING .....	17
COMPUTERS – APPROPRIATE USE POLICY ..	17
DESTRUCTION OF PROPERTY .....	18
DISCIPLINE – CLASSROOM MISCONDUCT ...	18
DRESS AND GROOMING .....	19
DUE PROCESS .....	20
FALSE FIRE ALARM .....	20
FIREWORKS .....	21
GAMBLING .....	21
HALL PASSES .....	21
HARASSMENT POLICIES .....	21
INDIVIDUAL RIGHTS .....	21
HAZING AND ANTI-BULLYING	
POLICY .....	22
INSUBORDINATION .....	23
MICHIGAN CHILD PROTECTION	
LAW .....	23
PROFANITY OR OBSCENITY .....	23
SCHOOL SUSPENSION .....	23
SMOKING .....	24
THEFT .....	24
VIOLENCE .....	24
WEAPONS .....	25
OTHER CONDUCT .....	25
TABLE A: HAZING AND	
ANTI-BULLYING POLICY .....	26
ANTI- BULLYING & HAZING FORM .....	29

## **HARPER WOODS SECONDARY** **SCHOOL WELCOME**

Welcome to Harper Woods Secondary School, home of the Pioneers. 2013-2014 promises to be a great year. We are extremely proud of our many fine programs that reflect a commitment of parents, staff, and community to provide students with the tools they need to be successful and effective citizens. We are pleased you chose Harper Woods for your secondary school education experience. This student handbook contains information designed to help make your school year successful and enjoyable. Please read and discuss the material contained in this booklet with your parents or guardians and utilize the educational opportunities provided to learn and grow productively. Please feel free to discuss any questions or concerns you have with the principal, assistant principal, or with Ms. Marion Thrasher or Ms. Tameka Gaddis. Make this year your best year ever!

## **HIGH SCHOOL MISSION STATEMENT**

The mission of the Harper Woods Secondary School community is to provide a safe, secure, and positive learning environment; and to prepare students to be productive, responsible citizens who can meet the challenges of an ever-changing society.

## **DISTRICT MISSION STATEMENT**

Graduates will create the families, careers and communities that are aligned with their aspirations and values.

## **SCHOOL INFORMATION**

HARPER WOODS SECONDARY SCHOOL  
20225 Beaconsfield  
Harper Woods, MI 48225-1395  
Tel: (313) 245-3084  
Fax: (313) 839-4360

**SCHOOL MASCOT** – The Pioneers

**SCHOOL COLORS** – Maroon & White

## **BOARD OF EDUCATION**

Brian Selburn President  
David Kien Vice President  
Jill Quarker Treasurer  
Tracy Purnell Secretary  
Tabithia Mahone Trustee  
Joan Mannino Trustee  
Regina Williams Trustee  
Todd Biederwolf Superintendent

## **SCHOOL ADMINISTRATIVE STAFF**

All extensions begin with the #530  
MS. Tonya Norwood Principal, High/  
Middle/Alternative  
School  
Mr. Kente Rosser Asst. Principal,  
Director of  
Transportation  
Mrs. Maggie Taylor x 84 Secretary  
Ms. Lynn Logan x37 Secretary

## **SUPPORT STAFF**

Mr. David Rabbideau x29 Director of Academic  
Accountability and  
Student Services  
Ms. Marion Thrasher x18 Counselor  
Ms. Tameka Gaddis x19 Counselor  
Mrs. Jessica Zann x13 Social Worker

## **HIGH SCHOOL TEACHING STAFF**

*All extensions begin with the #530*

Ms. Omabola Akintunde 63  
Mr. Arlow Antieau 72  
Ms. Tarrah Barry 49  
Mr. Richard Blauvelt 73  
Ms. Shannon Cayce/Roger 35  
Mrs. Kurt Culler 39  
Mrs. Joi Danforth 77  
Mr. Jeremy Gabrielson 55  
Mr. Michael Jackson 64  
Ms. Monica Lenhard 48  
Ms. Ashley Long 57  
Mr. Ryan Looney 38  
Ms. Jennifer Martin 43  
Mr. Michael Mooney 36  
Mr. James Murphy 65  
Mrs. Cherilyn Nagey 46  
Mrs. Christina Peltier 31  
Mr. Charles Penn 59  
Ms. Caren Stiver 42  
Mr. Charles Stiver 60  
Mrs. Lisa Taylor 40  
Mr. Brian Turk 26  
Mrs. Kira Vasconez 45  
Mr. Daniel Wagberg 47

## **GENERAL SCHOOL INFORMATION**

### **ACCIDENTAL & INSURANCE**

The Board of Education does not pay any medical or hospital bills incurred as a result of accident(s) to the pupil at school. The parent or guardian is responsible for the payment of such bills. Student accident insurance is available at parent expense. Further information is available in the Main Office if interested. In the case of an accident, no matter how minor, the student is expected to report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified. REFER TO POLICY NO. 5340

### **ATHLETIC CODE OF CONDUCT FOR STUDENT ATHLETES:**

#### **Privileged Activities**

Participation in Athletics or student activities at Harper Woods High School is a privilege not a right. Students who earn the right to wear a Pioneer uniform also assume the responsibility of representing Harper Woods High School, the Harper Woods School District, their parents, and themselves with pride. A Harper Woods athlete/participant is a Harper Woods athlete/participant 24 hours per day, every day of the year, whether in season or out of season. Athletes/participants must make good decisions about behavior and his/her health, or accept the consequences for poor choices, which may include dismissal from the athletic program or activity.

It is expected that when they participate on a school team they make a substantial commitment to that team. Because of their commitment, other activities should not interfere with practice or contests. Harper Woods athletes are expected to act, dress, and compete in such a manner as to bring honor to their school. This tradition should be maintained both during and out of season.

Whether winning or losing, they should be able to congratulate their opponent for a well-played game. If they have played the game to the best of their ability and with honor, they will have gained the respect of the school, the coaches, and their families. REFER TO POLICY NO. 5420, 5500, 5532, 5600, 5880

## **STUDENT ATHLETE/PARTICIPANT RESPONSIBILITIES STUDENT ATHLETIC PARTICIPATION FORM**

Every athlete (prior to the first practice) must submit this form to the athletic director. The form needs both the student and parent (or guardian) signature. REFER TO POLICY NO. 5880, 5500

### **SECONDARY SCHOOL EXTRA CURRICULAR ACTIVITIES POLICY ACADEMIC ELIGIBILITY-HIGH SCHOOL**

A. ACADEMICS – A student's first priority at school is to fulfill his/her academic responsibilities. It is a privilege to participate in extracurricular activities at Harper Woods Secondary School. The Harper Woods academic eligibility standards surpass the M.H.S.A.A. requirements.

B. PRIOR SEMESTER ELIGIBILITY – If an athlete at Harper Woods has failed more than one period or falls below a 2.00 G.P.A, he/she is automatically ineligible for the next semester. An athlete who is below a 2.00 or failed more than one class may become eligible if a satisfactory 1st or 3rd quarter report card is received. REFER TO POLICY NO. 5421, 5460

C. CURRENT SEMESTER ELIGIBILITY – Harper Woods requires a tri-weekly check on athletes' progress in the classroom. If during the tri-weekly check an athlete is found to be failing more than one class for the semester, he/she will become ineligible to participate in games for the following week.

D. AGE – High school students must be under 19 years of age unless the 19th birthday occurs on or after September 1 of the current year.

E. PHYSICAL EXAMINATION – Students must have a physical examination for the current school year. Physicals that are completed after May 15 of the previous year will be accepted as valid for the following year. Without a physical, a student may not participate in practice or games.

F. LIMITS – Students are limited to four seasons of a sport and eight semesters of eligibility.

AWARDS – As per M.H.S.A.A. rules, he/she may not accept any gift or award that is valued over \$15. If a student accepts such a gift, he/she will have forfeited his/her amateur status and will be ineligible to participate in sports in M.H.S.A.A. sponsored events.

## **PARTICIPATION STANDARDS**

A. ATTENDANCE AT PRACTICE - Attendance at practice sessions is necessary to prepare athletes physically and mentally for contests. All team members shall be at all practice sessions and contests at all times designated by the coach. There are situations when it is impossible for a participant to attend due to illness, injury, religious observance, or special family commitments. Excused or unexcused absences from practice may affect a student's playing time. The participants shall make PRIOR arrangements with the coach for an excused absence. REFER TO POLICY NO. 5200

B. ATTENDANCE AT SCHOOL - Students are expected to attend school during the total school day, if they plan to participate in an athletic contest or activity during the same day or evening. If an absence occurs, it must be excused or risk ineligibility for that day's contest/activity. Students attending less than a full day of school may not participate in athletics or activities that day unless approved by the Principal. REFER TO POLICY NO. 5200, 5230

C. POSSESSION OF TOBACCO – A student found in possession of any form of tobacco by any member of the faculty or staff will be suspended from competition for one week. A second offense shall result in suspension for the duration of the season and loss of awards. REFER TO POLICY NO. 5512

D. POSSESSION OF DRUGS OR ALCOHOL – A student in possession of any alcohol or non-prescribed drugs will be immediately suspended from competition for the duration of the season. REFER TO POLICY NO. 5512, 5532

E. POLICE CONTACT – Any contact with police agencies will be reviewed by the Principal and Athletic Director, and may be subject to dismissal from an athletic activity. REFER TO POLICY NO. 5520, 5880

F. TEAM COMMITMENT – Students are expected to fulfill their commitment to a particular team for the duration of that sport season. REFER TO POLICY NO. 5855

1. Students who quit a team or are removed from a team during the season will not be permitted to join or participate in another sport in mid-season. REFER TO POLICY NO. 55610

Students who quit a team (after the first week) or are removed from a team during the season will automatically be placed on athletic probation for the next sport season that the student chooses to participate in. REFER TO POLICY NO. 5710, 5780

## **ATHLETIC APPEALS**

A. Parents are to be notified of any team exclusion of a student not in compliance with the rules in Section 2.

If an appeal is desired, the Principal must be notified within 24 hours. The decision of the Principal will be final.

## **INTER-SCHOLASTIC SPORTS HIGH SCHOOL**

The high school's inter-scholastic sports program includes the following varsity and junior varsity sports teams:

FALL: Girls volleyball, cheerleading, dance, football, boys' soccer.

WINTER: Boy's and Girls' basketball, cheerleading, dance, winter guard, and wrestling.

SPRING: Baseball, Girls' soccer, softball, and track.

## **ATTENDANCE POLICY**

In order to assure that students receive every opportunity to get a complete education, attendance is mandatory in all assigned classes.

Early dismissal for any reason must be prearranged by the parent or guardian by 10:00am through the Student Service Center. The student must check out through school personnel before leaving school for any reason. At NO time should a student leave school without checking out properly. Students leaving without first checking out, for any reason, will NOT be excused. If you are going to be absent from school, a parent or guardian must call the attendance office at 245-3037 by 10:00 a.m. on the day of the absence.

REFER TO POLICY NO. 5200

Written notice regarding such absences will not be accepted. Voice mail is available for those parents or guardians who leave early in the morning and cannot call during the day. Students arriving late or leaving early must check in and out through the Student Service Center. Students whose absences are not properly noted within 24 hours of the initial absence will be considered as unexcused and in violation of the school attendance policy. The student will be subject to a detention or suspension. REFER TO POLICY NO. 5230

It is the responsibility of the student to make up any work missed during an absence. For absences of three days or more, parents should call the Student Service Center to arrange for a packet of work.

Failure of a parent/guardian to comply will be interpreted as an unexcused absence, and students will not be allowed to make up missed work for credit. Each unexcused absence will have some bearing on the student's grade. REFER TO POLICY NO. 5421

## **EXCUSED ABSENCES**

- A. Personal illness
- B. Doctor's appointments (verification may be required)
- C. Family emergencies
- D. Planned family vacations with parents
- E. Court appointments (verification required)

A maximum of six (6) absences are allowed per student during each semester. Students will receive a credit hold for the semester if their absences from class exceed six excused or unexcused school days, except for absences due to serious illness which are verified by a licensed physician or dentist, participation in a school-sponsored activity, a death in the family, previously arranged absence (such as a family trip), or other emergencies.

Students who receive a credit hold for excessive absences must fill out a credit hold appeal within three days following credit loss notification and may be required to recover lost credit through the Attendance Redemption Program, which is held on Saturdays.

## **TARDIES**

A student who arrives at school after the 7:50 am bell is considered tardy. Such a tardy may be excused if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse or with a valid note written by the parent/guardian only. Tardies to school will be excused if student presents a note from the doctor indicating a morning appointment. Appointments for court will also be waived and counted as an excused absence. All other excuses will be counted as unexcused unless approved by the attendance office.

Students tardy to school will NOT be allowed to go to class after an 8:00 am arrival time. Those arriving after 8:00 am will be detained for the remainder of the first period. This will be recorded as an absence from 1st period class; however, students will be given the opportunity to make up missed work.

## **Unexcused Tardy to School**

Every student late to school for the first time will receive a warning. Additional tardies to school will result in the following disciplinary actions:

- 1st Tardy Warning
- 2nd Tardy One Day after School Detention
- 3rd Tardy Parent Conference Required
- 4th Tardy Saturday School
- 5th Tardy In School Suspension/Parent Conference
- 6th Tardy Suspension/Meeting with the Wayne County Prosecutor Office

REFER TO POLICY NO. 5230

Eighteen-Year-Old Students attending Harper Woods, regardless of age, are expected to follow the attendance policy.

## **Appeal Process**

All students have the right of appeal for any administrative action. The appeal process is explained on page 13. Students who appeal an attendance decision must continue to attend the class in question.

## **ACADEMIC CONSEQUENCES FOR TARDIES:**

Two (2) tardies during one semester will result in an unexcused absence. (Please refer to the Attendance Policy with regard to the number of excused and unexcused absences allowed per semester.)

Showing up more than ten (10) minutes late to first hour, or more than five (5) minutes late to subsequent periods without a written pass will be considered an unexcused absence.

REFER TO POLICY NO. 5230, 5200

## **TRUANCIES**

Absences from class for reasons other than those listed as excused absences on page 5 will be considered unexcused and therefore truancies. The dean of students will notify students of unexcused absences and provide consequences for these truancies. REFER TO POLICY NO. 5230

## **CONSEQUENCES:**

FIRST OFFENSE: One (1) day suspension. Required parent conference.

SECOND OFFENSE: Three (3) day suspension.

THIRD OFFENSE: Up to ten (10) day suspension.

The Harper Woods School District will be working closely with the Wayne County Prosecutor's Office to help eliminate truancy. The District has enrolled in a program called "Erase Truancy". This means that each school within our district is obligated to report students who have 10 or more absences to the Office of the Prosecuting Attorney of Wayne County.

The Prosecuting Attorney may assign a Truant Officer to visit the student's home or required parental participation in a meeting at school.

## **BELL SCHEDULE - HIGH SCHOOL:**

### **A Schedule**

1st Hour	7:45 - 8:53 a.m.
2nd Hour	8:58 - 10:06 a.m.
3rd Hour	10:11 - 11:19 a.m.
Lunch (A)	11:24 - 11:54 p.m.
4th Hour	11:59 - 1:07 p.m.
5th Hour	1:12 - 2:20 p.m.
6th Hour	2:25 - 3:30 p.m.

### **B Schedule**

1st Hour	7:45 - 8:53 a.m.
2nd Hour	8:58 - 10:06 a.m.
3rd Hour	10:11 - 11:19 a.m.
4a Hour	11:24 - 12:32 p.m.
Lunch (B)	12:37 - 1:07 p.m.
5th Hour	1:12 - 2:20 p.m.
6th Hour	2:25 - 3:30 p.m.

### **Wednesday Schedule A**

1st Hour	9:45 - 10:25 a.m.
2nd Hour	10:30-11:10 a.m.
Advocacy	11:15 - 11:55 a.m.
Lunch A	12:00 - 12:30 p.m.
3rd Hour	12:35 - 1:15 p.m.
4th Hour	1:20 - 2:00 p.m.
5th Hour	2:05 - 2:45 p.m.
6th Hour	2:50 - 3:30 p.m.

## **Wednesday Schedule B**

1st Hour	9:45 - 10:25 a.m.
2nd Hour	10:30-11:10 a.m.
Advocacy	11:15 - 11:55 a.m.
3rd Hour	12:00 - 12:40 p.m.
Lunch B	12:45 - 1:15 p.m.
4th Hour	1:20 - 2:00 p.m.
5th Hour	2:05 - 2:45 p.m.
6th Hour	2:50 - 3:30 p.m.

### **Half Day Schedule**

1st Hour	7:45 - 8:16 a.m.
2nd Hour	8:20 - 8:47 a.m.
3rd Hour	8:51 - 9:18 a.m.
4th Hour	9:22 - 9:49 a.m.
5th Hour	9:53 - 10:20 a.m.
6th Hour	10:24 - 10:51 a.m.

REFER TO POLICY NO. 8210

## **BOARD OF EDUCATION**

Harper Woods Board of Education meetings are held at 7:00 p.m. on the third Tuesday of each month.

The Board of Education and administrative offices are located at:

20225 Beaconsfield  
Harper Woods, MI 48225  
(313) 245-3016  
REFER TO POLICY NO. 0000

## **CAFETERIA**

No beverages or food will be allowed in classrooms or hallways before or during the school day. There will be a time restriction on use of vending machines. Only pre-authorized vending machines, which contain healthy food products will be operational during the school day. All other vending machines will be shut off until after school. Students will be asked to throw away any food in an open container.

Students are not allowed to bring in or receive any outside fast food/carryout or beverages into the building before or during school.

There are two lines for food service (regular and a-la-carte items) in the cafeteria. Students are expected to:

1. Pay for their lunch – If students forget lunch money their account is noted so the child may receive a lunch.
2. Stand in line and wait their turn for service. Students must have their student ID to purchase lunch.



3. Consume all food in the commons – No items purchased or brought into the commons may be taken out of the area.

4. Keep tables and table area clean of trash.

5. Not enter any unauthorized areas during lunch (i.e., high school students entering middle school areas)

6. High school students are not to be in any of the middle school areas without prior authorization.

7. Students must have their Student ID Badges to purchase lunch.

Students who violate the rules and regulations of the cafeteria may be excluded from using this facility and assigned to another area during their lunch period.

The sale and consumption of food and drink, including fundraisers, will be conducted in the cafeteria. The fundraiser sponsor/cafeeteria staff will be responsible for enforcing these rules. REFER TO POLICY NO. 5513, 5870

**LUNCH PERIOD – CLOSED CAMPUS**

Students may not leave the school grounds or be anywhere outside of the building anytime during the school day, including lunchtime, unless otherwise authorized by an administrator. REFER TO POLICY NO. 5870, 8200, 8531

**PROMOTION & GRADUATION**

**REQUIREMENTS - HIGH SCHOOL**

**Graduation Requirements**

The minimum number of credits needed for graduation will be dependent upon your year of graduation and the number of credits you have had the potential to earn throughout your high school career.

Below is a list of the number of credits you will need to graduate based on your year of graduation and the number of credits you will need to earn in each subject area: REFER TO POLICY NO. 5460

<b><u>CLASS OF 2013:</u></b>	<b>25.0</b>
Math	4.0
English	4.0
Soc. Studies	3.0
Science	3.0
PE	0.5
Health	0.5
Fine Arts	1.0
Electives	9.0

<b><u>CLASS OF 2014:</u></b>	<b>23.5</b>
Math	4.0
English	4.0
Social Studies	3.0
Science	3.0
PE.	0.5
Health	0.5
Fine Arts	1.0
Electives	7.5

<b><u>CLASS OF 2015:</u></b>	<b>22.0</b>
Math	4.0
English	4.0
Social Studies	3.0
Science	3.0
PE.	0.5
Health	0.5
Fine Arts	1.0
Electives	6.0

<b><u>CLASS OF 2016:</u></b>	<b>22.0</b>
Math	4.0
English	4.0
Social Studies	3.0
Science	3.0
P. E.	0.5
Health	0.5
Fine Arts	1.0
World Language	2.0
Electives	4.0

Additional conditions for graduation include being enrolled as a full-time student and taking the Michigan Merit Exam, which is given to students during their junior year.

\*Effective with the Class of 2011 and beyond, sixteen graduation requirements will help prepare students for future success in college and the workplace. The Michigan Merit Curriculum is aligned with new and developing Michigan High School Content Expectations (HSCE).

These course/credit content guidelines outline what students should know and be able to do for each credit required in the Michigan Merit Curriculum. ([www.michigan.gov/highschool](http://www.michigan.gov/highschool)) REFER TO POLICY NO. 5460

**CLOSING OF SCHOOLS**

In case of inclement weather or other Emergency that requires the school to close for the day, all radio stations will be notified, and the closing announced. The first announcements should be before 7:00 a.m. Listen carefully, as our school will be referred to only as the Harper Woods School District.

REFER TO POLICY NO. 8200, 8210, 8220

## **COMMUNICABLE DISEASES**

Students returning to school after recovering from a communicable disease will be readmitted only through written permission of a licensed physician.

Communicable diseases include:

German measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis.

REFER TO POLICY NO. 5320

## **HIGH SCHOOL DANCES OUTSIDE GUEST POLICY**

A Guest Pass Form must be filled out and submitted at least seven (7) days in advance of activities.

1. Guest age must be specified fewer than 21, verified with a copy of a valid Michigan driver's license.
2. Guest must abide by all school rules. Parent must give their consent by signing the form.
3. An administrator must sign the form.
4. Guest admitted at the discretion of the administration.
5. Middle school students are not permitted to attend high school dances and no high school students are permitted to attend middle school dances. REFER TO POLICY NO. 5850, 5855

## **AFTER SCHOOL DETENTION**

Rules for the after-school detention room will be provided to students at the time the detention is assigned. After-school detentions will be held until 4:30 p.m. Written notice will be given to the student prior to the detention. If the choice is for at-home suspension, it will be for an entire school day. REFER TO POLICY NO. 5610.02

If a student does not show up for after-school detention, it automatically becomes a suspension. Specific rules and regulations for suspension will be given to the student when the suspension is assigned.

## **DROPPING AND ADDING CLASSES HIGH SCHOOL**

### **SCHEDULE CHANGES**

Because the enrollment in most classes is filled, schedule changes are very difficult. Open elective classes are rarely available. Schedule changes will only be available based on the following criteria:

REFER TO POLICY NO. 5460

1. Computer error.
2. Schedule changes for seniors affecting his/her graduation (meeting graduation requirements)
3. Student is academically misplaced in a class and has teacher recommendation for removal.
4. Summer school impacts current schedule

## **DROP/ADD SCHEDULE-HIGH SCHOOL**

1. Request for class change must be made in writing on the schedule change request form within five (5) days of the start of the school year.
2. Paperwork needs to be completed (including signature(s) from: teacher(s), administrator and counselor)
3. Counselors will call students from class to review and/or complete requested schedule changes.

Students are to remain in their scheduled class until it has been officially changed and they receive a new schedule.

REFER TO POLICY NO. 5460

## **DUAL ENROLLMENT-HIGH SCHOOL**

Historically, The Harper Woods School District has allowed students to attend courses at local colleges or universities in addition to Harper Woods high school in an effort to meet students' needs and interests. This is called "dual enrollment". This option may be open to high school students.

Eligible Students: Students who earn the minimum qualifying score on one of the following assessments: PLAN, ACT, MME, PSAT, or SAT may be eligible for dual enrollment. A student who is enrolled in at least one high school class and who meets the following requirements would be able to participate:

1. A student in Grade 11 who has met the requirements for an endorsed diploma in all subject areas of the Michigan Merit Exam.
2. A student in Grade 11 or 12 who has met the requirements for an endorsed diploma in one or more subject areas of Michigan Merit Exam.
3. A student in Grade 12 would be eligible for courses in the subject area in which the student has completed the requirements for an endorsed diploma. Also, students may take courses in subjects for which there are no endorsements, such as history, political science, psychology, computer science, or foreign language courses not offered by the school, and fine arts programs as permitted by the district, as long as they have attained at least one endorsement.

Eligible Courses: The students described above would be able to receive tuition and fee support for classes at eligible postsecondary institutions (state universities, community colleges, or independent nonprofit degree-granting colleges or universities located within Michigan) subject to the following:

1. The course is not at Harper Woods High School.
2. The course is offered by Harper Woods High School but is determined by the Board of Education to not be available to the student because of a scheduling conflict beyond the student's control.
3. A course cannot be in the subject area of hobby craft, recreation, Physical Education, theology, or religious education.

The school district will pay the lesser of: A) the actual charge for tuition and fees; or, B) the student's state school aid foundation allowance adjusted to the proportion of the school year they attend the district.

Under these conditions, some students may be eligible for dual enrollment and qualify for tuition and fee support. Interested students should review the contents of this section of the handbook. If students wish to participate and qualify for dual enrollment, they should contact the school counselor for more information. REFER TO POLICY NO. 5463

### **OFF CAMPUS CLASSES – HIGH SCHOOL**

Students who take classes at other schools must abide by the host school's calendar, attendance and discipline policies, as well as the Harper Woods calendar, attendance and discipline policies. REFER TO POLICY NO. 5463

### **EMERGENCY CARE CARD**

In order to conform to the wishes of parents, emergency cards **MUST BE FILLED OUT BY THE PARENT/GUARDIAN** for each student and returned. (REFER TO POLICY NO. 5310) to the Main Office for use in emergency situations. E-mail addresses will also be helpful to have. Students **MUST** turn in an emergency card. Failure of a student to turn in a card will be treated as insubordination. Keeping this information up-to- date is also very important. Please let the school know if names, addresses, or phone numbers change. We must be able to reach you in the event of an emergency.

### **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITY PROGRAM**

Students attending assemblies, field trips, dances, sporting events, and any other school-sponsored activities are reminded that school rules apply even if the event is not on school property. People often judge our school and the community by the behavior of our students away from the school campus. REFER TO POLICY NO. 5850, 5855

### **STUDENT ACTIVITY CODE OF CONDUCT:**

As a participant in extra-curricular and co-curricular activities, our students are a highly visible representative of their group, club, organization, school, and the community. Students are expected to demonstrate high standards of conduct and civility as a member. They will be commended for or held responsible for their behavior.

It is expected that when students participate in a school organization, they make a substantial commitment to that group. Because of their commitment, other activities should not interfere with the meetings and events of the group.

A. **ACADEMICS** – A student's first priority at school is to fulfill his/her academic responsibilities. It is a privilege to participate in extracurricular and co-curricular activities at Harper Woods Secondary School.

B. **ACADEMIC ELIGIBILITY FOR PARTICIPATION** – If a student is having difficulty either academically, or behaviorally, the student may be temporarily suspended from participating until satisfactory improvement is made. This is at the discretion of either the classroom teacher or the activity sponsor in cooperation with the school administrator.

C. **BEHAVIOR ELIGIBILITY FOR PARTICIPATION** – A student may be suspended from participation for classroom misconduct. This is at the discretion of either the classroom teacher or the activity sponsor in cooperation with the school administrator.

D. **ATTENDANCE AT SCHOOL** – Unless otherwise approved by the Principal, students must be present in school at least half of the school day in order to participate in extracurricular or co-curricular activities. REFER TO POLICY NO. 5500, 5420, 5200

## **FIRE AND SEVERE WEATHER DRILLS**

Several times during the year, it will be necessary to conduct fire or severe weather drills to familiarize the students and staff with correct procedures in case of an actual fire in the building, or with severe weather approaching the area. The exit routes are posted in each classroom. Special instructions may be announced over the loudspeaker in the case of special situations. REFER TO POLICY NO. 8400, 8420

### **Rules for Drills:**

Students will follow designated exit instructions, keep in single file, walk (not run), refrain from talking, and proceed outside to a distance approximately 100 feet from point of exit. In the case of severe weather drills, students will be escorted to previously designated areas.

2. The teacher will be the last one out of the room, will take the grade book and keys, close the door, and remain with his/her group.

3. The teacher will take attendance once the group has reached its proper distance from the building, or has reached the designated area.

4. When the all-clear bell is sounded, all students will return to their classrooms in the same orderly fashion.

NOTE: Fire and severe weather drills are very important and serious exercises that may save your life. You are expected to act accordingly. REFER TO POLICY NO. 8400, 8410, 8420

## **GUIDANCE AND COUNSELING SERVICES**

The Student Service Center provides a very important service to the total school population. Students, parents and teachers are encouraged to utilize the services provided by the guidance counselors. Students should consult with the counselors on all matters pertaining to school, choice of classes, personal problems, or future occupation or educational plans. Parents wishing to consult with the counselors may make an appointment by calling 245-3037. REFER TO POLICY NO. 5460

## **SOCIAL WORK SERVICES**

There are many Social Work Services available upon request (paperwork is available in the Student Service Center) for individual or group counseling.

These services include, but are not limited to: team building, conflict resolution, living skills, grief and

loss, family divorce, new family, student success skills, learning how to make new friends, and social support services. For more information regarding these services please speak with the Social Worker at 245-3013. REFER TO POLICY NO. 5350

## **HEALTH SERVICES**

If students become ill in school, they should report to the Student Service Center. If it is necessary to go home, parents will be contacted and students will be released from classes. Under no circumstances should students ever leave school without permission from the Principal or the Principal's designees. REFER TO POLICY NO. 5310

## **HONOR ROLL**

Honor Roll status requires academic accomplishments supported by acceptable citizenship behavior. All students obtaining a citizenship rating of 1, 2, or 3 in each class and who earn a cumulative average of 3.0 points overall with no grade lower than a C-, will be listed on the honor roll. The following values have been assigned to each letter grade: REFER TO POLICY NO. 5421, 5430, 5464

Letter Grade	GPA	Percentage
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
E	0.00	60-62

I = INCOMPLETE

Beginning with the Class of 2009, students graduating from Harper Woods High School who are either dually-enrolled or who take Advanced Placement courses will receive weighted grades using the following formula:

Traditional Multiplier Weighted GPA

A	4.0	1.1	A	4.4
A-	3.67	1.1	A-	4.037
B+	3.33	1.1	B+	3.663
B	3.0	1.1	B	3.3
B-	2.67	1.1	B-	2.937
C+	2.33	1.1	C+	2.563
C	2.0	1.1	C	2.2
C-	1.67	1.1	C-	1.837

D+	1.33	1.1	D+	1.463
D	1.0	1.1	D	1.1
D-	0.67	1.1	D-	0.737
E	0.0	1.1	E	0.0

To graduate with honor, the following Grade Point Average (GPA) criteria must be met:

3.3 Cum Laude

3.4 Magna Cum Laude

3.8 Summa Cum Laude

### **CITIZENSHIP CODE:**

Citizenship is made up of three components: first, the right to feel safe- choose to act considerately and responsibly, second, your appearance- choose to make a good impression; and third, words have power- choose them carefully and use them appropriately.

Citizenship is based on the above components and coded on a scale from 1-4. A one (1) signifies the student shows good citizenship, a two (2) means a student has average citizenship, a three (3) means the student needs to improve his/her citizenship, and a four (4) signifies the student has poor citizenship. REFER TO POLICY NO. 5511, 5421

### **IMMUNIZATIONS**

The Wayne County Health Department requires that all students be immunized with 5 doses of diphtheria, tetanus and pertussis (DTP). If a dose was not given in the last 10 years, a booster dose of Td is required. Students also need 4 doses of polio and 2 doses of measles, mumps and rubella (MMR).

New students entering our district must also have 3 doses of hepatitis B and 1 dose of varicella (chickenpox). A parent's statement that the child has had chickenpox is sufficient documentation and the immunization will be waived.

Students will not be allowed to start school if they are not up-to- date on all appropriate immunizations. REFER TO POLICY NO. 5320

### **LIBRARY/MEDIA CENTER**

The library/media center will be open to students each school day. Most of the materials in the media center circulate for a specific period of time. You will be notified on the length of time when you check the material out from the media center. The borrowing period is two weeks. You may then renew the material if no one else has reserved it.

If a book or any other item you wish to borrow is not on the shelf, you may put in a reserve card and we will attempt to obtain the material as soon as possible for your use. It is essential that all materials be returned on time for the benefit of everyone who uses the media center.

You will be issued an overdue notice if the material has not been returned on time. Any lost or damaged materials must be replaced at the expense of the borrower. REFER TO POLICY NO. 5722

### **LOCKER CARE AND USAGE**

Lockers are assigned for your use and convenience while a student at Harper Woods Secondary School. Student lockers are the property of, and remain at all times, under the control of Harper Woods Schools. You are expected to assume full responsibility for your school locker, and you are responsible for the inside and outside of your locker.

Students should not share lockers and should not give the lock combination to any other student. You are expected to keep your locker clean. If you have any problem with your locker or combination locks, please report to the Main Office.

Harper Woods Schools retain the rights to inspect student lockers for any reason at any time, without notice, without student consent, and without a search warrant. REFER TO POLICY NO. 5513

### **LOST AND FOUND**

Ms. Kemp's office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in Ms. Kemp's office. If lost and found articles are not claimed within a reasonable amount of time, they will be donated to a charity or discarded. REFER TO POLICY NO. 5513

### **MEDICAL TRANSPORTATION**

Unless ambulance service is necessary, it is the responsibility of the parent(s) or guardian(s) to provide transportation and further care of the students if the student becomes ill or injured on school property. Students may not be sent home without parental approval. Students may not drive when excused for medical reasons unless parental consent has been given. REFER TO POLICY NO. 5340, 5341

## **MEDICATIONS**

Students with special needs can be administered medication at the school only through the proper process of written verification and as required by state law: REFER TO POLICY NO. 5330

1. Both the parent or guardian and the physician's permission must be given in writing before the school can administer the medication
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. Unless these requirements can be met, medications will NOT be administered at school.
3. The school will not administer prescription or non-prescription drugs such as Tylenol, cough syrup, eye drops, throat spray, cough drops, etc., to any student unless it is in a prescription container and follows the same rules that would apply to other prescription medicines.
4. Students who must carry asthmatic inhalers or use breathing machines must have a note on file and a copy of the prescription.
5. All medication must be in a properly labeled prescription container and must be kept in the counselor's office and dispensed according to written parent and/or doctor's orders.

## **PARENTAL RESPONSIBILITIES**

Students are to respect constituted authority, which includes adherence to school rules, regulations and procedures. The administration believes that the ultimate responsibility for a student's behavior rests with his/her parent/guardian. The administration anticipates that parent(s)/guardian will be concerned and cooperative in dealing with any behavioral problems that may arise, and expects that this cooperation will be made apparent to the child. REFER TO POLICY NO. 5600, 5531, 5731

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY – Board Policy 2260**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities, services, or employment. Further, it is the policy of this District to provide an equal opportunity for all

students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

## **GRIEVANCE PROCEDURE FOR NONDISCRIMINATION**

Any person who believes that s/he has been discriminated against based on race, religion, color, national origin, gender, age, marital status, or disability, or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Principal  
Harper Woods High School  
20225 Beaconsfield  
Harper Woods, Michigan 48225  
313-245-3000

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/he may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within the five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within the five (5) business days.
2. If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response.

The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

3. If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of

his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office. REFER TO POLICY NO. 5710

### **PARKING OF CARS – HIGH SCHOOL**

Students may park their vehicles on school property only in areas designated for student parking. The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied parking privileges.

Students are not to use the area set aside for faculty parking or visitor's parking.

High School students should not use the doors at the middle school entrance to enter or exit the school.

There will be no circling the building at any time, especially at lunchtime. Students may not sit in cars or loiter in the parking lot during the lunch period or at any other time.

Students who aid or provide transportation for underclassmen off campus during lunchtime or anytime during the school day will be charged with the same offense. Those students in violation also risk losing their driving privileges. REFER TO POLICY NO. 5514.01

### **PEER MEDIATION**

Peer mediation is a program that allows students in disputes an opportunity to meet with peers to resolve the conflict. Peer mediation is encouraged in all cases and required in some. REFER TO POLICY NO. 5531

### **PERFECT ATTENDANCE**

A student is considered to have perfect attendance if he/she has been present in every class all year long.

PLEASE NOTE: Absences due to school-sponsored events or funerals do not count against perfect attendance. REFER TO POLICY NO. 5200

### **PERSONAL PROPERTY**

Students should not bring personal property to school that is not needed for educational purposes. Valuable items should not be brought to school. If these items are brought to school, it is the student's responsibility for the item with the understanding of the risk involved. Items that are needed should be clearly labeled with the student's name. REFER TO POLICY NO. 5513

### **PHYSICAL EDUCATION MEDICAL**

#### **EXCUSE POLICY**

The policy for any student who needs to be excused from physical education is as follows:

1. If for any reason you cannot participate in the full gym program, a note must be brought from home stating so. If the disability extends for more than two (2) days, a doctor's note must be submitted indicating length of time the student is to be excused. The note should be recorded and initialed by the gym instructor and taken to the Student Service Center for recording and filing.

2. The student is then to report to his or her gym period unless otherwise instructed.

3. Students must remain where assigned, unless excused by the teacher in charge. REFER TO POLICY NO. 5341

### **REPORT CARDS**

Student report cards are available approximately every nine (9) weeks. The school's annual calendar will indicate the dates the report cards are distributed.

Between card markings, progress reports are distributed for all students. The report card explains the marking system. Students' names will appear on the honor roll if their average grade is 3.0 or better and if they meet the additional criteria. REFER TO POLICY NO. 5421, 5430, 5120



## **REPRODUCTION EDUCATION RIGHTS**

The Board of Education has established a program of instruction entitled Human Reproductive Health and Sexuality, in which matters relating to family planning and birth control is taught.

According to law (PA 226 of 1977) parents have the right to review materials to be used in class or course of instruction. This law also mandates that the principal modes by which dangerous communicable disease including, but not limited to AIDS, are spread and the best methods for restricting and preventing transmission of these diseases shall be taught in every public school in the state.

By law, parents have the right to excuse their child from participation in the reproductive health portion of these classes. If parents wish to exclude their child from instruction in reproductive health, a written request should be submitted to the principal.

REFER TO POLICY NO. 5531, 5223

## **RIGHT OF APPEAL**

The right of a student and/or guardian to appeal in all instances of temporary separation, suspension and/or expulsion from school shall not be denied. The following procedures must be followed in the appeal procedures of temporary separation from school:

A. In the event of a temporary separation, the student or parent may request a conference with the Principal for the purpose of reviewing the reason(s) for such temporary separation.

B. Parent appeals of discipline must be submitted in writing within 24 hours of the administrative disposition.

C. The student, parent or Principal may request the attendance of such other person that may have particular knowledge of the facts and circumstances surrounding the separation.

D. Upon request, a conference shall be scheduled by the Principal as soon as is reasonably possible.

E. The determination of the Principal as to the affirmation or modification of the terms and conditions of such separation can be appealed to the Superintendent of Schools.

F. A written report shall be submitted to the Superintendent of Schools from the Secondary Principal.

REFER TO POLICY NO. 5540, 5611, 5710

## **SCHOOL IDENTIFICATION BADGES**

All students will be issued School Identification Badges. These badges are to be used when purchasing lunch, and may have other future implications (e.g., checking out library books, access to certain areas of the building, etc.).

It is the student's responsibility to replace lost cards. Lost I.D. cards can be replaced at a nominal charge. Failure to comply with this policy will result in a discipline referral. Consequences may range from a warning to suspension.

## **SCHOOL CLUBS AND ORGANIZATIONS**

School clubs and organizations can be formed by interested groups of students provided there is a faculty member who is willing to serve as advisor. Information about forming clubs may be obtained from the Principal's Office. REFER TO POLICY NO. 5780, 5820, 5830, 5840, 5880

## **STUDENT RECORDS**

The Harper Woods School District is in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA). In accordance with the Act and past practices, a parent or guardian of a student under 18 years of age and a student 18 years of age and older may have access to the records of the school district relating to the contents of said record to ensure their accuracy and fairness according to procedures established by the Board of Education. Such procedures shall be made available on request and shall include the opportunity for a hearing upon request.

School records are housed and maintained in the school under the control and jurisdiction of the building principal. Special Education records are housed and maintained in the Special Education Department, as are the records of former students who did not attain the high school level.

In further accordance with the Act, no records, files or data relating to the individual students shall be made available to anyone without the consent of the student 18 years of age or over, or of the parents of a student under 18 except:

(1) To teachers and officials of the school system who have a legitimate educational interest in such information; (2) to other educational institutions in which the student has enrolled;

(3) To comply with a court-ordered access to such records in which case the student, parent or guardian shall be so notified; (4) to honor requests from an authorized federal administrative agency



not connected with financial aid. Such disclosures shall not include names of students or their parents or guardians or any means of identifying such students, where prior consent is not required; and (5) to honor requests for information that has been designated by the Board of Education as directory information. Directory information includes the following information:

- A. Student name, address and telephone number.
- B. Field of study.
- C. Participation in officially recognized activities and sports.
- D. Weight and height of members of athletic teams.
- E. Photograph.
- F. Previous educational institution attended by the student.
- G. Name of school child currently attends.
- H. Awards received.
- I. Teachers' names, class assignment.
- J. Sex of child.
- K. Parents' name. L. Date of attendance

Directory information is considered to be in the category of general school information and when approved by the Superintendent will be disclosed publicly by the school system. Should a parent or guardian, or a student 18 years of age or older, wish to have such information removed from the category of directory information, they must notify the Superintendent in writing within 30 days. A parent/guardian should notify the school in writing if he/she wishes to not allow his/her son/daughter's directory information be released to the armed services.

Those eligible for access may obtain copies of student records. A nominal charge which covers the cost of reproducing the copy may be assessed. Notice of the right to access and privacy of records shall be published annually in a publication generally distributed in the fall of each year. All newly enrolled students 18 years of age or over, or the parents or guardians of students under 18 shall also be properly notified at the time of enrollment. REFER TO POLICY NO. 5112, 5120, 8330

## **TESTING OUT OF CLASSES - HIGH SCHOOL**

Students may request to test out of a class and proceed on to the next class in a sequence under the following criteria:

1. A student may not test out of a class that is statutorily mandated.
2. No grade or credit can be earned by testing out.
3. The professional staff will determine standards of mastery.
4. Students wishing to explore the testing out option must first schedule a placement conference with a counselor. The student may be advanced to the next course in the sequence or be required to take the test prior to advanced placement.
5. Requests for testing out of a class for the following school year must be received by a counselor during the scheduling process, but no later than May 1.
6. Testing will be conducted in August prior to the start of school. REFER TO POLICY NO. 5410, 5460, 5463, 5464

## **TEXTBOOKS/TECHNOLOGY EQUIPMENT**

The school district furnishes all students with textbooks. However, each student is responsible for the treatment and care of each textbook, and will be charged for loss or damages to those textbooks.

Consequences for damaged or lost text books and technology equipment include full repayment or return of books/technology equipment at the end of the semester/school year.

Example of technological equipment includes (nooks, Ipods, laptop, Ipads, graphing calculators, etc.) Any outstanding fee at the end of the semester, school year or completion of that class will result in a hold being placed on your transcripts until that fee is paid and the books and technology equipment are returned or paid in full. Note:

If the student is a senior non release of transcripts will have an effect on their graduation and admission process into any college, university, trade school or armed services. REFER TO POLICY NO. 5513, 8330

## **TORNADO SAFETY**

The Harper Woods Police Department and weather forecasters will attempt to alert the schools to serious weather conditions. Students will be expected to move quickly and quietly to assigned area.

**Tornado Watch:** (Conditions are right for the development of a tornado.) The schools are alerted and students may be dismissed at the regular time.

**Tornado Warning:** (Funnel clouds have been sighted and may be approaching.) The students and staff take shelter according to our school plan. If the warning is in effect at dismissal time, students and staff will remain in their safety areas. No students can be released during a tornado warning with the exception of emergencies. REFER TO POLICY NO. 8400, 8420

## **VACATION**

Vacations with parents should be taken during regular school break periods. In the event that a family trip is necessary during school time, parents should notify the school ONE week in advance of the trip. A form is available in the Student Service Center, which must be signed by the parent, approved by the Principal and submitted to the student's teachers. Students are responsible for all work missed during this time, and must pick this up in advance. REFER TO POLICY NO. 5230, 8210, 8220

## **VISITORS**

Visitors must check in at the main office. Students may visit classes only if they are planning to attend Harper Woods Secondary School. Arrangements must be made in advance. Friends, relatives, and former students are not permitted to visit classes. A parent/guardian must make contact with a teacher in order to visit his/her classroom. REFER TO POLICY NO. 5111, 5111.02, 5113, 5113.02, 5114

## **WORK PERMIT**

Work Permits are necessary for all students under the age of 18 to work after school hours in the work-study program and/or during the summer months. Please contact the Student Service Center secretary, who will advise you how to obtain a work permit. REFER TO POLICY NO. 5895, 5114

## **PROCEDURAL RULES & REGULATIONS**

### **ALCOHOL AND DRUGS**

The manufacture, distribution, sale, possession (including paraphernalia), use, or being under the influence of the following substances is prohibited:

Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages"

#### **Illicit drugs**

Any abusable glue, aerosol, or other chemical substance, including but not limited to, petroleum distillates, lighter fluids, and reproduction fluids for inhalation

Any prescription or non-prescription drug, medicine, vitamin or other chemical including but not limited to: aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, anti-depressants, and sleeping pills not taken in accordance with the school district's authorized use of medication procedures

Performance enhancing drugs, including but not limited to steroids and human growth hormones

Substances purported to be illegal, abusive, or performance enhancing, i.e., "look-alike" drugs

It shall not be a violation of this policy for student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date or time. Any student violating this policy will be subject to discipline up to and including suspension and/or expulsion.

#### **CONSEQUENCES:**

##### **FIRST VIOLATION:**

1. Detention/suspension from school and up to 10 days, and possible required assessment by a state-licensed agency for a controlled substance abuse violation within four (4) weeks for a determination of the student's chemical dependency.

2. Inform Superintendent of incident.

3. Possible recommendation to Superintendent for expulsion from school for manufacture, distribution, or sale of illegal substances.

4. Immediate notification to the Harper Woods Police Department. A police complaint may be signed by school administration.

Mandatory parent conference prior to re-admittance.

**SECOND VIOLATION:**

1. Possible suspension from school until further notice.

2. Recommendation to Superintendent for expulsion from school.

3. Immediate notification of the Harper Woods Police Department. A police complaint will be signed by school administration.

REFER TO POLICY NO. 5512, 5532

**CD PLAYERS, RADIOS, HEADPHONES AND OTHER ELECTRONIC DEVICES**

Radios CD players, IPODs etc. are strictly prohibited, unless a teacher requires such items for a specific lesson plan with administrator approval.

REFER TO POLICY NO. 5136

**CONSEQUENCES:**

1. FIRST OFFENSE: – Warning. Item confiscated and turned into the office.

A parent is required to call or pick up the item.

2. SECOND OFFENSE: – Item confiscated and turned into the office. A parent is required to pick up the item (One hour after school detention)

3. THIRD OFFENSE: – Item confiscated and turned into office. A parent is required to pick up the item (One day Suspension)

SUBSEQUENT OFFENSE(S): Discipline will be based on a student's prior record for persistent disobedience.

**CELL PHONES, AND COMMUNICATION DEVICES**

According to the Michigan School Code, cell phones, pagers, and other communication devices should not be seen or used before or during the school day (Includes passing time and lunch). Cell phones, pagers and other communication devices are strictly prohibited on school property before and during the school day. If these items are seen before or during the school day, they will be immediately confiscated.

REFER TO POLICY NO. 5136

**CONSEQUENCES:**

1. FIRST OFFENSE: – WARNING. Item confiscated and turned into the office. A parent will need to call or pick up the item.

2. SECOND OFFENSE: – Item confiscated and turned into office. A parent must pick the item up. (One hour after school detention).

3. THIRD OFFENSE: – Item confiscated and turned into office. A parent must pick the item up. (One day Suspension).

4. SUBSEQUENT OFFENSE(S): Discipline will be based on a student's prior record for persistent disobedience. REFER TO POLICY NO. 5136

**CHEATING**

Students are encouraged to work honestly on their own. Students are not to use the names of others or falsify school information.

**PENALTIES:**

FIRST OFFENSE: Failure of the assignment, test or project. Parent contact by teacher.

SECOND OFFENSE: Failure for the marking period and suspension from that class until a parent/guardian conference is held with teacher and an administrator.

THIRD OFFENSE: Failure for the semester, and removal from the class. A correspondence class may be offered at the expense of the parent/guardian to make up the credit.

REFER TO POLICY NO. 5500, 5520

**COMPUTER USE**

**HARPER WOODS TECHNOLOGY**

**NETWORK ACCEPTABLE USE POLICY**

A technology network, including Internet access, is available to all students and staff in the Harper Woods School District. We believe that this network offers vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

Parents and students should be aware that access to the Harper Woods Technology Network provides a vast amount of diverse information. Users must take responsibility for their actions and exercise caution while navigating the network.

Prior to receiving a network identification number and authorization to use the school district's network resources, all students shall participate

in an orientation on the use of the network, network etiquette and acceptable use. Parents are encouraged to attend.

The smooth operation of the network relies upon the proper conduct of the end user who must adhere to these guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources.

If the conduct of any Harper Woods School District user violates these provisions, network access could be denied and disciplinary consequences imposed. Any known violation of federal or state law will be referred to the appropriate legal authorities.

The District's Network is intended for legitimate business and educational purposes only. As a monitored telecommunications network, no stated or implied guarantee is made regarding the privacy of electronic mail (e-mail) or any other telecommunications transmitted or received over this network.

### **Terms and Conditions:**

Each account must be used in support of research and education and consistent with the educational objectives of the Harper Woods School District. Transmission of any material in violation of any Federal or State law is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.

The system administrator(s) will deem what is inappropriate use and their decision is final upon Superintendent Agreement. Users will not abuse or vandalize the network, hardware or software. The security of the network may not be violated, including but not limited to installing illegal programs, information, or computer viruses.

2. Software deemed inappropriate for the Harper Woods learning environment will be immediately removed. Software that interferes with the normal operation of the network will be immediately removed.

3. Users may not access another individual's account without written permission from that individual. Attempts to log on as any other user than you may result in cancellation of user privileges and appropriate disciplinary consequences.

4. Users will protect their password.

5. Users understand and agree to abide by the

Harper Woods Technology Network Agreement Policy. Should there be any violation, students understand that access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken.  
REFER TO POLICY NO. 5136

### **DESTRUCTION OF PROPERTY**

Destruction or defacing of property includes school property or property of others. Restitution will be sought from students or parent/guardian in cases of destruction or damage to property (books, lockers, etc.).

#### **CONSEQUENCES:**

FIRST OFFENSE: \*The parent/guardian will be notified and a conference will be arranged to decide punishment and/or restitution. Harper Woods police may also be notified.

SECOND OFFENSE: \*Suspension ranging from five (5) days to a recommendation for expulsion along with full restitution for damages will be assessed. Harper Woods police may also be notified.

THIRD OFFENSE: A ten (10) day suspension, restitution for damages, notification to the Superintendent, and possible recommendation for expulsion. Harper Woods police may also be notified.

\*Based on severity of offense, the third offense penalty may be imposed at any time.  
REFER TO POLICY NO. 5513, 5520

### **DISCIPLINE-CLASSROOM**

#### **MISCONDUCT**

Discipline is a process. It is neither a product nor punishment. Through discipline, students learn to conduct themselves in a socially acceptable manner and to accept the responsibilities and consequences of their behavior. There are five (5) behavior code infractions:

- Interrupting the teacher
- Out of assigned seat
- Talking back to teacher
- Misuse of classroom supplies
- Inappropriate comments/rude behavior

FIRST OFFENSE: The student is removed from the class and the first notice is issued. This notice must be taken home and signed by the student's parent/guardian and returned the next day.

**SECOND OFFENSE:** The student is removed from class and the teacher will notify the parent/guardian.

**THIRD OFFENSE:** The student is removed from class and the third notice is issued. This notice needs to be taken home and signed by the student's parent/guardian and returned the next day. The student will also receive a one (1) hour detention.

**FOURTH OFFENSE:** The student is removed from the class and will receive a Saturday school detention.

**FIFTH OFFENSE:** The student is removed from the class and the student will receive an out of school suspension (up to three (3) days).

Please Note: Any student who serves a suspension may not attend any extracurricular events or activities either as a player or a spectator. This also means they cannot attend practices during the day of suspension.

## **STUDENT DRESS AND GROOMING**

Harper Woods Secondary School expects all students to be neatly and appropriately dressed and groomed at all times while in school and at all school functions. Clothing and general appearance of all students shall be in keeping with the intent of this policy.

The spirit of the dress and grooming regulations are best reflected in the following excerpt from the Harper Woods Board of Education Policy:

"The regulations shall prohibit student dress and grooming practices which:

Present a hazard to the health or safety of the student himself/herself or to others in the school; Interfere with school work, create disorder, or disrupt the educational program."

The Harper Woods administrators reserve the right and have the authority to amend the "Uniformly Dressed" Dress Code at any time. REFER TO POLICY NO. 5511, 5500

### **Harper Woods School District** **"Uniformly Dressed" Dress Code"**

All students should use the following guidelines for school-wear that will be worn during school hours. Please check the website for any modifications to the dress code

Shirts (Male/Female, all grade levels)

Color Choice: Any Color; one solid color

Shirt Type: One solid-color and collared. Polo/golf style or button-down/snap oxford style—short or long sleeves—properly-fitting (not overly large or small).

Guidelines: shirts with tails must be tucked in; shirts can be worn outside the waistband as long as the shirt does not fall below the pocket opening of the pants (otherwise the shirt must be tucked in).

The shirt must be long enough to cover the waistband of the pants (even when arms are lifted above the head).

### **Pants/Shorts/Skirts/Skort**

Color Choice: One solid color—either Navy Blue, Black or Khaki/Tan, Brown or Grey

Boys-long pants or shorts (at knee);

Girls- long pants, shorts (at knee), skort (at knee), skirt (at knee) or capri pants.

Guidelines: Dickie or Dockers style; inside pockets (no cargo pants); worn at the waist, not dragging on the ground, fabric may not be denim, nylon or sweatshirt material. Pant legs may not be worn tucked into boots.

### **Sweatshirt/Sweaters**

(may be worn on top of shirt) during the school day (OPTIONAL)

Color Choice: Any color; one solid color

Guidelines: No hood or pockets. Zipper, snap or button-down front closure or pullover. Size should not be overly large or small.

### **T-shirts and turtleneck shirts (OPTIONAL).**

Color Choice: Any color; one solid color Guidelines: These shirts, if worn, must be worn under a collared shirt.

### **Logo on Shirts**

A logo on the shirt is acceptable. It must not exceed 3x3 inch area. No writing is permitted on clothing (e.g. Michigan or Michigan State University, etc.) unless it is officially authorized Harper Woods clothing.

### **Shoes**

Any style shoe; closed toe (no sandals, flip-flops, or stiletto heels)

## **Accessories**

Jewelry:-No large pieces of jewelry that hang onto the shirt. Necklaces must be worn inside the shirt or only be visible from the open-collar area. Check the HW website for information (www. hwschools. org)

In order to assist students and parents to comply with this provision, the following guidelines have been developed. The school administration and staff will uphold the following regulations:

Students must be in compliance with the “uniformly dressed” dress code.

Extreme cases of dress excessive make-up, and/or extreme accessories are not permitted.

3. Items such as chains, razor blades, straight or safety pins, spikes, and similar items which serve no useful dress functions are inappropriate and will not be permitted.

4. Shoes or appropriate footwear must be worn at all times. Any style shoe; closed toe (no sandals, flip-flops, or stiletto heels)

5. Shirts or blouses that have plunging necklines or reveal cleavage will not be permitted at any time. All shirts must have sleeves.

6. Underwear should not be visible.

Hats, sweatbands, bandanas, etc. are not to be worn in the building. Students will remove their hats and/or headgear before they enter the building. Hats and/or headgear must be kept in the student’s locker during the school day (See Section on Hats & Coats)

Coats, jackets, and other outerwear are not to be worn in classes and are to be kept in school lockers. Students who feel that the building is cool should keep a school appropriate sweater or sweatshirt in their locker to wear. (See Section on Hats & Coats)

The administration reserves the right to modify current guidelines or add other guidelines as needed or deemed appropriate.

Exceptions to the above for “special days” may be declared by the administration.

## **DRESS AND GROOMING CONSEQUENCES:**

Students will not be permitted to attend classes. Parents will be contacted to make arrangements

for the proper attire to either be brought up to school or to pick up the student and take him/her home. The student will be marked absent for every hour missed.

Subsequent offenses will result in discipline up to and including suspension.

REFER TO POLICY NO. 5511, 5550

## **HATS AND COATS**

Hats and other headgear are strictly prohibited in the building at any time. (Including lunch, passing time and after school)

Coats and other outerwear are not to be worn in the building anytime during the school day. Students concerned about the cold should keep a school appropriate sweater or sweatshirt in their locker.

### **CONSEQUENCES:**

FIRST OFFENSE: – WARNING. Hats will be immediately confiscated and turned into the office. Hats will be returned at the end of the day. Coats will be immediately taken to the locker upon the request of a teacher or administrator. SHOULD A STUDENT REFUSE TO FOLLOW THIS REASONABLE REQUEST, HE/SHE WILL RECEIVE A DISCIPLINARY REFERRAL FOR INSUBORDINATION.

SUBSEQUENT OFFENSE(S): PENALTY. Ranging from detention to suspension of one (1) to three (3) days. REFER TO POLICY NO. 5511, 5500

## **DUE PROCESS**

Harper Woods Secondary School acknowledges that students are accorded procedural and substantive due process in all disciplinary matters, as well as in all other matters involving their right to an education. REFER TO POLICY NO. 5611

## **FALSE FIRE ALARM**

No student shall falsely set off or tamper with a fire alarm. Be aware that violations represent infractions of state law and school rules and regulations.

### **CONSEQUENCES:**

FIRST OFFENSE: Immediate suspension from school for up to five (5) days. Student may also be liable for prosecution.

SECOND OFFENSE: Recommendation to the Superintendent for long-term suspension or expulsion and prosecution. REFER TO POLICY NO. 5511, 5550

## **FIREWORKS**

No student shall possess, sell, transfer or ignite any explosive device on or near school property, at school-sponsored activities, or during the school day. Since the health and safety of others is involved, the school will take a strong stand against offenders. Violations represent infractions of state law and the school rules and regulations. REFER TO POLICY NO. 5772

### **CONSEQUENCES:**

FIRST OFFENSE: \*Suspension from school for up to three (3) days, with referral to parent/guardian and/or police.

SECOND OFFENSE: \*Suspension for up to five (5) days, with parental referral and/or police.

THIRD OFFENSE: Suspension up to ten (10) days, with referral to the police and possible recommendation for expulsion.

\*Based on the severity of offense, the third offense penalty may be imposed.

## **GAMBLING**

Students are not to gamble while in school or at school-sponsored activities.

### **CONSEQUENCES:**

FIRST OFFENSE: Immediate referral to parents and/or police, and up to three (3) day suspension.

SECOND OFFENSE: Immediate referral to parents and/or police, and up to five (5) day suspension. REFER TO POLICY NO. 5520, 5600

## **HALL PASSES**

Students out of class for any reason must wear an authorized "Hall Pass" badge provided by the teacher. Additionally, students who are permitted out of the classroom must properly sign out of class indicating the date, time and destination.

Students located out of the classroom without authorization will receive the appropriate consequences according to the handbook. REFER TO POLICY NO. 5500

## **HARASSMENT POLICIES**

Harassment of a student(s) by other students or any member of the staff is contrary to the Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which

includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. REFER TO POLICY NO. 5517, 5517.01, 5520

## **HARASSMENT PROCEDURES**

Students who feel that they have been harassed by another student or a staff member should immediately meet with the counselor or the Principal. The student will be asked to put in writing their complaint, outlining in detail the facts of the complaint. The Principal or designees will conduct an investigation. Interviews will be kept confidential (to the degree possible) in order to protect the involved parties. Disciplinary action will be taken if supported by the investigation.

REFER TO POLICY NO. 5517

## **HARASSMENT – SEXUAL**

Sexual harassment of students by other students or persons is prohibited. Any person engaging in an act of sexual harassment will be subject to disciplinary measures.

Sexual harassment is defined as: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's personal liberties or education or creates an intimidating, hostile, or offensive learning environment. Sexual harassment shall also be defined to include unwelcome comments, gestures and touching.

REFER TO POLICY NO. 5517, 5500

### **CONSEQUENCES:**

Warning / detention / one (1) to ten (10) day suspension, possible parent conference, file complaint with police when necessary; possible recommendation for counseling; possible recommendation for expulsion.

## **INDIVIDUAL RIGHTS**

It is the policy of Harper Woods Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program, activity, or service to which it is responsible.



This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

These policies and the grievance procedures may be found in the offices. Inquiries concerning the application of grievance procedures for Title VI, VII and IX of the Civil Rights Act of 1964 as amended, Section 504 or ADA or 1990 as amended should be addressed to:

Harper Woods Board of Education  
20225 Beaconsfield  
Harper Woods, MI 48225  
ATTN: Superintendent

## **HAZING AND ANTI-BULLYING POLICY**

See Table A for Hazing and Anti-Bullying Consequences p. 26

The District strictly prohibits any conduct that could be considered hazing or bullying. The distinction between hazing and bullying is the motive of the perpetrator.

Generally, the motive for bullying is to extort money or property from the victim or to coerce, intimidate, embarrass or physically harm the victim. Bullying is further defined by State law as:

“Bullying” means any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:  
Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

Adversely affecting the ability of a pupil to participate in or benefit from the school districts or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

Having an actual and substantial determination effect on a pupil’s physical or mental health.  
Causing substantial disruption in, or substantial interference with, the orderly operation of the school.”

Hazing is usually for the purpose of initiating a new recruit or officer into the group, or of maintaining loyalty to the group, by the use of some sort of

ceremony or ritual. Certain types of hazing are crimes if the victim is injured.

Both hazing and bullying are prohibited if they involve any of the following:

- Inflicting or threatening physical pain or discomfort including whipping, beating, and striking, branding, or electronic shocking;
  - Consumption of food or liquid that affects the physical health or safety of the victim;
  - Consumption of any non-food item;
  - Consumption of drugs or alcohol;
  - Sexual activity or nudity;
  - Extreme exercise or physical activity;
  - Any conduct, including verbal conduct, that is designed to cause embarrassment, humiliation or mental distress;
  - Any activity that has a significant risk of physical injury or death;
  - Placing any foreign or noxious substances, including food items, on the person of the victim;
  - Sleep deprivation;
  - Exposure to the elements;
  - Confinement in a small space;
  - Engaging in any conduct prohibited by law;
  - Inducing or requiring another person to engage in conduct prohibited by this Policy.
- This policy is designed to prohibit conduct and proof of the actual motivation of the perpetrator is not required. The consent, participation or assumption of risk of the victim does not lessen or excuse the prohibitions of this Policy.  
The building Principal is primarily responsible for seeing that this Policy is implemented.  
Revised: January 16, 2012  
Approved:  
LEGALREF: MCL 750.411t

Any school employee who has knowledge of hazing or bullying has a duty to report this to the building principal. Failure to report may be grounds for discipline. Athletic coaches and sponsors of clubs or activities shall take affirmative steps to see that hazing does not occur.

Students who participate in hazing or bullying may be disciplined under the Student Code of Conduct. Students may be disciplined for conduct off of school property as long as there is a connection to school or to any school sponsored activity.

Any hazing that could be a violation of MCL 750.411t will be reported to the appropriate law enforcement agency.



Retaliation or false accusation against a target of bullying or hazing, a witness, or another person with reliable information about an act of bullying or hazing is prohibited and shall be punished as a violation of this Policy.

This Policy shall be publicized by inclusion in the Student Handbook and by publishing a summary at least annually in the school newsletter. Also, all employees shall be provided with an in-service each year as to the requirements of this Policy.

The procedures for reporting and investigating bullying or hazing shall follow the provisions of Policy GAAD. The building Principal shall be considered the grievance officer.

Upon completion of the investigation, the buildings Principal shall forward a copy of the reporting form to the Superintendent along with a written summary of the results of the investigation. At least annually, the Superintendent shall report to the Board of Education all verified incidents of bullying and hazing and the resulting consequences, including discipline and referral.

REFER TO POLICY NO. 5516, 5517, 5517.01, 8442

## **INSUBORDINATION**

Students must show proper respect to all staff members and follow reasonable requests. Disrespectful language, actions, etc., will not be tolerated.

### **CONSEQUENCES:**

FIRST OFFENSE: \*One (1) day suspension

SECOND OFFENSE: \*Five (5) day suspension

THIRD OFFENSE: Suspension from school for up to ten (10) days, and possible recommendation for expulsion.

\*Based on severity of offense, the third offense penalty may be imposed at any time. REFER TO POLICY NO. 5500, 5520, 5600

## **MICHIGAN CHILD PROTECTION LAW**

Michigan law requires all teachers, counselors, administrators, social workers and others who are childcare providers to report cases of child abuse, neglect, or exploitation.

School employees are required under penalty of prosecution to report child abuse. Child protection services workers will perform the investigation.

They may talk with the child in school without parental consent if necessary.

School employees are not expected to investigate child abuse, only to report it. After a report is filed, they are released from all liability for the report. They can be held liable for not reporting suspected abuse.

REFER TO POLICY NO. 5120, 5611, 5630, 5710

Copies of the Harper Woods School Procedures Bulletin on the Child Abuse Protection Law may be requested by calling the counselors' office at 245-3037

## **PROFANITY OR OBSCENITY**

Profanity or obscenity, verbal, written and/or gesture.

### **CONSEQUENCES:**

A. Incidental

FIRST OFFENSE: Warning, detention, or suspension for one (1) day.

B. Loud and/or Deliberate

FIRST OFFENSE: Suspension up to three (3) days.

C. Directed at Staff Member

FIRST OFFENSE: Suspension up to five (5) days.

SUBSEQUENT OFFENSES: Suspension up to ten (10) days and possible removal from class with a failing grade. REFER TO POLICY NO. 5500, 5517, 5520, 5600

## **RESTRICTED AREAS:**

Students may not be in the gyms, weight-room, wrestling room, auditorium/vestibule, or the cafeteria at any time without direct supervision of a teacher or coach.

Non-supervised use will result in loss of after-school privileges.

REFER TO POLICY NO. 5215, 8400

## **SCHOOL SUSPENSION**

Suspension from school for various periods of time may be required for persistent and flagrant violations of school rules and regulations. Students who are suspended from school may not attend any extra-curricular events nor be on campus or any other school property during the suspension. When a student is on suspension the student/parent may request classroom assignments from the counseling office. If students are absent from class because of suspension, homework/class

work assignments are due on the day of return to school. It is the students' responsibility to obtain the assignments. Tests missed will be made up at the convenience of the teacher.

Students who are suspended will be ineligible for extra-curricular or after-school activities and practice, including but not limited to athletic contests, drama and band/orchestra performances. The Assistant Principal will notify the coach/sponsor. REFER TO POLICY NO. 5610, 5610.01, 5610.02

## **SMOKING**

Tobacco (all types) and paraphernalia (including smokeless chew and look-alikes) are prohibited on school grounds or within sight of school during the school day as part of travel to and from school, or at school sponsored activities.

1. Possession – including all paraphernalia:

FIRST OFFENSE: Confiscation and three (3) day suspension.

SECOND OFFENSE: Confiscation and five (5) day suspension.

SUBSEQUENT OFFENSE: Confiscation and five (5) day suspension.

2. Use, sale, and/or distribution on school property and/or at school activities (within sight of the school):

FIRST OFFENSE: Confiscation and three (3) day suspension.

SECOND OFFENSE: Confiscation and five (5) day suspension.

SUBSEQUENT OFFENSE: Confiscation and ten (10) day suspension and possible recommendation for long-term suspension. REFER TO POLICY NO. 5610, 5610.01, 5610.02

## **THEFT**

Students are cautioned not to bring large amounts of money and/or valuables to school, and are also cautioned to lock valuables in a locker and keep their combinations confidential. Large amounts of money should be turned in to the office for safekeeping. REFER TO POLICY NO. 5520

CONSEQUENCES FOR THEFT:

FIRST OFFENSE: \*Immediate referral to parents and/or police. Suspension up to five (5) days.

SECOND OFFENSE: Recommendation to the Superintendent for long-term suspension or expulsion. Police notified. \*Based on severity, the second offense may be imposed.

## **ACTS OF VIOLENCE**

The Harper Woods School District has zero tolerance for violence against other students and our staff, verbal, bomb, and other similar threats. Threats include: REFER TO POLICY NO. 5772, 5630, 5520, 5516

PA 104 requires the permanent expulsion of students in grades six and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades six or above for verbal threats, bomb threats or similar threats.

PA 103 allows a teacher to suspend any age students from his/her class, subject or activity for up to one day if the teacher "has good reason to believe" the pupil's conduct would merit suspension under the local board student code of conduct. The teacher is also required to request a meeting with the parent or guardian as soon as possible to discuss the suspension.

PA 102 requires school districts to expel a student in grade six or above for UP TO 180 days for student on student assault.

## **FIGHTING**

PLEASE NOTE: Anything classified as a crime (i.e., misdemeanor) committed either on school property, or in an area 1,000 feet surrounding school property, is an "arrestable" offense in the State of Michigan.

A. Verbal and/or written assault (Threats – No bodily contact)

FIRST OFFENSE: Warning, detention, or up to three (3) days suspension. Possible peer mediation.

SUBSEQUENT OFFENSE(S): Up to five (5) days suspension.

B. Pushing, wrestling, or tripping, horseplay or "fake-fighting"

FIRST OFFENSE: Up to three (3) days suspension. Possible peer mediation.

SUBSEQUENT OFFENSE(S): Up to five (5) days suspension. Mandatory peer mediation.

### C. Hostile or aggressive physical contact

FIRST OFFENSE: \*Suspension for ten (10) days.

Mandatory peer mediation.

SECOND OFFENSE: \*Suspension for twenty (20) days. Possible student disciplinary hearing

Note:

A student and parent/guardian must be provided a hearing on any suspension over 10 days.

SUBSEQUENT OFFENSE(S): \*Suspension for up to 180 days. Possible recommendation for expulsion. Mandatory peer mediation.

D. Battery (pushing, punching) FIRST OFFENSE: \*Ten (10) day suspension with possible recommendation for expulsion. Mandatory peer mediation.

SUBSEQUENT OFFENSE:\* Recommendation for expulsion.

PLEASE NOTE: Consequences (steps) are cumulative through the student's middle school and high school career. They do not begin over again each year.

\*Note: Consequences may be greater and local authorities may be contacted based upon the severity of the offense, student record and relevant board policy. REFER TO POLICY NO. 5516, 5520, 5630, 5772

## **WEAPONS**

Possession of: 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. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto school district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

REFER TO POLICY NO. 5772, 5771

State law requires that a student be permanently expelled from school subject to a petition for possible reinstatement if she/he brings onto or has

in his/her possession on school property or at a school-related activity any of the following:

A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.

B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blowgun, toy gun, etc.).

## **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion. REFER TO POLICY NO. 5772

## **KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Because the board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. REFER TO POLICY NO. 5000

## **OTHER CONDUCT**

Other conduct, which is not specifically enumerated in this student handbook, and which in the judgment of the administration, constitutes gross misdemeanor or persistent disobedience, shall be subject to disciplinary action deemed appropriate by the administration.

REFER TO POLICY NO. 5000

Notes:

**CONSEQUENCES****Infractions/Definitions****Written**

Violating of bullying through written correspondence include letters, picture, and caricatures, U.S. Postal Mail, notes, memorandums, smart boards, text, Twitter, Facebook, Ipad, or any other technology devices capable of transmitting or receiving written correspondences.

**Verbal**

The act of speaking or tending to talk, it is the opposite of written. Examples of verbal bullying include such actions as using name calling, degrading or ethnic words, profanity, and obscenities, directing negative statements, insults or intimidations at another student. Whispering, shouting or yelling any remarks which are intended or a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly to cause threatening physical pain, emotional distress or discomfort.

**Physical Contact**

The act of pushing, pulling, touching, feeling, punching, slapping, hitting, striking, throwing or using any other object to make contact with another person

**Electronic Communication**

Use of MP3 players, I pads, Ipods, PC, Laptop, email, text messaging, Facebook, Twitter, CD/DVD players, radios, electronic games or other similar items or social media networks.

**Psychological/Mental**

The act of interfering with another person's or reasonable person educational opportunities, benefits or program by placing fear of physical harm or causing emotional distress that affects the persons physical and mental health. Causing substantial disruption in or interference with, the orderly operation of the school.

**Consequences**

*In addition to discussing violations with students at the time of infractions and making contacts with parents/guardians when appropriate, teachers and/or other Harper Woods School District staff members are expected to resolve Category I violations by utilizing one or more of the following disciplinary consequences listed under Level A options. Level B options are to be applied in the event that the applications of Level A consequences do not produce desired behavioral change. Regardless of which level used a written report must be filled using the districts bullying and hazing form and submitted to the principal.*

**Middle School & Secondary****Disciplinary Options****Level A Options**

**Written Reprimand**– The teacher or staff will issue a written reprimand to a student by completing the bullying and hazing form then submit to the principal. Students will also receive a disciplinary notice to be taken home and returned signed by parents.

**Verbal Reprimand** – The teacher or staff member may issue a verbal reprimand following the filling of district bullying and hazing form to a student that identifies the behavior in question and a request to stop the behavior. Consequences for continuation of the behavior may be mentioned.

**Teacher-Student Conference** – The teacher or staff member may discuss the problem with the student, indicate that which is expected and discuss possible consequences of continued misbehavior. Evidence should be recorded to indicate that the conference did take place.

**Parent/Guardian Contact or Conference** – The teacher or staff member may contact the parent/guardian and discuss the problem. This conference should be positive, indicating a genuine concern for the student and being realistic about the problems the student is experiencing. The contact/conference with parents/guardians must be documented with dates and nature of the discussion.

## **Emotional**

The act of interfering with another person's or reasonable persons educational opportunities, benefits or program by placing fear of physical harm or causing emotional distress that effects the persons intrinsic and extrinsic temperament, physical, spiritual, and mental health. Causing substantial disruption in or interference with, the orderly operation of the school

***Withdrawal of Privileges*** – Identifiable classroom, athletic or extracurricular privileges may be withdrawn as an appropriate consequence of student misbehavior.

***Extra Work Assignments*** – Extra work assignments of a meaningful nature may be given. Assignments should be appropriate to the student misconduct and designed to improve student skills and attitudes rather than be punitive. This may include a written plan for improvement or apology.

***Detention*** – Students may be detained during school hours, after school, or required to report before school if parents/guardians have been contacted. If there has not been telephone contact or personal communication with parents/guardians, a twenty-four hour written notice must be given to parents/guardians to schedule a detention period. Transportation home after serving detention is the responsibility of the parents/guardians.

***Suspension*** – Suspension from school for one (1) to three (3) days may be used as a disciplinary option. An in-school suspension option may be utilized as part or all of a suspension assignment. The length of a suspension shall be determined by the gravity of the offense, the circumstances under which it took place and the limits established in the Code. An appropriate meeting or contact with the student will be held prior to any suspension and parents/guardians shall be notified of all suspensions. Students who are suspended are to remain off all school properties and are ineligible to attend or participate in any school activities until reinstatement. A parent/guardian conference or contact should be held with the school administration during the period of suspension.

## **Level B Options**

***Administrative Disciplinary*** – A referral for administrative assistance may be written if a staff member has utilized one or more of the Level A consequences and the problem still persists. There also may be some circumstances of disruptive or inappropriate behavior on first occurrence that should be referred to the administrator for disciplinary consequences. Administrators may use disciplinary options available to teachers for violations and/or assign students to an alternative education classroom for a designated period of time.

***Administrative Suspension*** – There may be incidents or circumstances when the administrator believes that a student’s behavior is so disruptive and inappropriate that the school would be better served by the suspension of the student or assignment to an in-school suspension.

### **Level C Options**

***Alternative School Placement*** – Assignment of a student to an alternative site or recommendation for placement at another educational program which is deemed appropriate may be employed as a component of a behavioral improvement plan.

***Juvenile Court Petition*** – A petition to the Wayne County Juvenile Court, or other appropriate external agency, to initiate disciplinary actions may be made to respond to extreme and/or repeated student behavioral problems.

***Exclusion*** – Removal of a student from school for the balance of a semester or school year with the right to be readmitted following the exclusion period on evidence of satisfactory elimination of the cause for exclusion may be used as a disciplinary response. Exclusion requires the recommendation of the principal and superintendent and formal action by the Board of Education or the board’s designee. Parents/guardians of a student recommended for exclusion shall be notified of this proposed action and be granted a due process review prior to action by the Board. The superintendent or designee shall notify the parents/guardians of the decision of the Board

***Any other offenses not specifically listed, which are similar to the above violations, may be subject to classification as an Infraction(s) by school authorities.***

**HARPER WOODS SCHOOL DISTRICT  
BULLYING AND HAZING REPORTING FORM**

Victim: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Complainant: \_\_\_\_\_ Witnesses: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date(s) of Incident: \_\_\_\_\_ Time(s): \_\_\_\_\_  
Location(s): \_\_\_\_\_

Name, grade or job title and school of person accused of bullying or hazing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you file a police report?      Yes \_\_\_\_\_ No \_\_\_\_\_

Do you intend to file a police report?      Yes \_\_\_\_\_ No \_\_\_\_\_

What remedial action are you requesting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete this form, sign and return it to your building Principal.

Principal \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**



**Notes:**

**Notes:**



