

Genesee Jr./Sr. High School

2018-2019

Student/Parent Success Guide



7347 N. Genesee Rd.

Genesee, MI 48437

(810) 591-1450

This Handbook is meant to provide students, parents, and staff with useful information regarding Genesee Jr./Sr. High School.

Genesee School District Board of Education

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and

procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

Genesee School District is focused on preparing students for college and careers. We believe in building strong, positive connections with our students so they can achieve confidence, independence, and academic knowledge, while preparing them to be productive citizens and future leaders. We provide instruction in a caring, safe, and healthy learning environment, in collaboration with our families and the community. We aim to empower our students to believe they can learn anything, they can know anything, they can be anything...We Are Genesee!

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Dr. Melody Strang
Superintendent
810-591-1650

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school

Student/Parent Success Guide Agreement 2018-2019

Dear Students and Parents:

Please sign below as acknowledgement that you have read and understand the policies and information stated in the Genesee Jr/Sr High School Student/Parent Success Guide, which includes descriptions of the school's expectations in such areas as attendance, dress code, behavior code of conduct, acceptable technology and internet use agreement, parent involvement, and health-related areas and an explanation of academic expectations and emergency procedures. This form must be returned to the main office by: September 14, 2018.

Respectfully,

Dr. Melody Strang
Superintendent

"We acknowledge receipt of the Student/Parent Success Guide and understand and agree that we are to strictly abide by the terms and conditions of the Student Code of Conduct. We further acknowledge that we have read the Student Code of Conduct and understand the terms and conditions set forth therein."

Date: _____

Print Student's Last name, First Name: _____

Student's signature: _____

Parent's/Guardian's signature: _____

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Genesee Jr./Sr. High School Contact List

If you are unsure of whom to call, the office will be happy to direct you to the appropriate person (810)591-1450.

| | |
|---|----------|
| Superintendent's Office | 591-1650 |
| High School Office..... | 591-1450 |
| Director of Special Education/Student Services..... | 591-1649 |
| Athletic Office..... | 591-2120 |

Faculty Directory: Dial 591-1450 and the extension: geneseeschools.org website keeps an updated list.

| Teacher | Extension | Email |
|------------------|------------------|--|
| Armbrust, Jim | 3207 | jarmbrust@geneseeschools.org |
| Benedict, Tammy | 3110 | tbenedict@geneseeschools.org |
| Brown, Brad | 3215 | bbrown@geneseeschools.org |
| Capuchina, David | 3114 | dcapuchina@geneseeschools.org |
| Drier, Curt | 3102 | cdrier@geneseeschools.org |
| Ertman, Erica | 3206 | eertman@geneseeschools.org |
| Jean, Levi | | ljean@geneseeschools.org |
| Magro, Jay | 3100 | jmagro@geneseeschools.org |
| McDonald, Stacy | 3099 | smcdonald@geneseeschools.org |
| Merlo, Tony | 3216 | amerlo@geneseeschools.org |
| Moore, Kendra | 3204 | kmoore@geneseeschools.org |
| Nestell, Bridget | 3104 | bnestell@geneseeschools.org |
| Peterson, Tammy | 3202 | tpeterson@geneseeschools.org |
| Schoener, Linda | 3118 | lschoener@geneseeschools.org |
| Webb, Celeste | 3103 | cwebb@geneseeschools.org |
| Weeks, Eric | 3098 | eweeks@geneseeschools.org |
| Wilcox, James | 3096 | jwilcox@geneseeschools.org |

COMPUTER TECHNOLOGY AND NETWORKS
Genesee School District
Internet Acceptable Use and Safety Policy
Student Educational Technology

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed during Open House or first day of school.

The Genesee School District provides access to technology resources including access to the Internet. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student learning consistent with the district educational goals and objectives. This acceptable use policy ensures that use of the network by students is appropriate as specified in Policy [7540.03](#). Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action.

Educational technology resources at the Genesee School District consist of computer hardware and software, printers, scanners, digital cameras, CD-ROM devices, LCD projectors, telephones, graphing calculators, GenNET classroom, video devices and any other technology devices.

The Genesee School District makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine it is being used properly.

Safety Warning

As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Never give your password to anyone for any reason.
- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name or any other information that may give others information to identify you in any way.
- Tell your parents, teachers or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening or uncomfortable.

Acceptable Uses/Net Etiquette

- Users will respect others' rights to privacy and freedom from harassment or intimidation.
- Users will use the Internet only for purposes that are legal and generally acceptable for educational purposes.
- Users will follow laws concerning copyright and licensed programs. Downloading pictures, videos, articles, or sound files is subject to approval of the teacher.
- Users will follow security restrictions for their own and others' accounts, including not using other than their own or allowing others to use their accounts.
- Users will respect software, hardware, and other users' files.
- Users will be mindful of network security, and immediately report any bugs, errors, or security problems to system administrator.

Unacceptable Uses

- The following is a sample list of "unacceptable uses":
- Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene or protected by trade secrets.
- Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
- Use of technology to distort the truth, to lie, or to misrepresent someone else.
- Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but not limited to, the uploading, creation, or knowing transmission of computer viruses.

Consequences for Violation of Policy/Rules

The use of the technology resources and GenNET is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators and school administrators will deem what is inappropriate use and their decision is final.

Genesee School District and Genesee Intermediate School District reserve the right to log Internet use and to monitor file server space utilization by users.

Depending on the severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

- Restitution- including but not limited to Replacement cost, Reimbursement of cost for repair, and Reimbursement of technician time
- Restriction or loss of use of technology resources -Legal action
- The school administrator will determine the reinstatement of privileges.

This document was prepared using Acceptable Use Policy/District Filtering Requirements Template (draft copy 03/02) developed under a grant awarded by the Michigan Department of Education under the Technology Challenge Grant Program.

Daily Schedule

Students may enter the building no earlier than 7:10 AM and may remain in the building no later than 2:50 PM. During cold weather students may wait in the high school main entrance vestibule for parent pick up.

Exceptions include the following:

- Students participating in supervised, regularly or specially scheduled activities that begin immediately after school.
- Students obtaining help from a teacher in the classroom.
- Students who have administrative permission due to student activities or assigned responsibilities.

BELL SCHEDULE

Breakfast is served until 7:30 a.m. Students are to eat in the cafeteria.

Students arriving 10 minutes after the bell are marked unexcused.

| | |
|----------------------|---------------|
| 1 st Hour | 7:40 – 8:40 |
| 2 nd Hour | 8:44 – 9:44 |
| 3 rd Hour | 9:48 – 10:48 |
| 4 th Hour | 10:52 – 11:52 |
| 5 th Hour | 11:26 – 12:26 |
| 6 th Hour | 12:30 – 1:30 |
| 7 th Hour | 1:34 – 2:40 |

LUNCH SCHEDULE

Free meals are available for all students.

Closed Campus Grades 7-12

Lunch A 10:48 – 11:22

Lunch B 11:52 – 12:26

***On the following Wednesdays - Professional Development – Early Release Bell Schedule
September 12th, October 10th, November 14th, December 12th, 2018
February 13th, March 13th, May 8th, 2019***

EARLY DISMISSAL BELL SCHEDULE

7:40 a.m. - 11:00 a.m.

| | |
|---------------------------------------|---------------|
| 1 st Hour | 7:40 – 8:10 |
| 2 nd Hour | 8:14 – 8:44 |
| 3 rd Hour | 8:48 – 9:18 |
| 4 th /5 th Hour | 9:22 – 9:52 |
| 6 th Hour | 9:66 – 10:66 |
| 7 th Hour | 10:30 – 11:00 |

GENESEE HIGH SCHOOL 2018-19 SCHOOL CALENDAR

| | |
|--------------------|---|
| August 29 | Open House – 4:30 to 6:00 PM |
| September 4 | Students First Day of School |
| September 7 | Picture Day |
| September 12 | Early Dismissal – 11:00 AM for Professional Development |
| October 5 | Homecoming – Parade begins at 6:00 PM, Game at 7:00 PM |
| October 10 | Early Dismissal – 11:00 AM for Professional Development |
| November 2 | End of the 1 st Marking Period |
| November 5 | Parent Teacher Conferences 6:00 to 8:00 PM |
| November 6 | NO SCHOOL – Election Day |
| November 14 | Early Dismissal – 11:00 AM for Professional Development |
| November 21 | Early Dismissal – 11:00 AM |
| November 22 & 23 | NO SCHOOL – Thanksgiving Recess |
| December 12 | Early Dismissal – 11:00 AM for Professional Development |
| December 24 | NO SCHOOL – Holiday Break Begins |
| January 7 | Classes Resume at 7:40 AM |
| January 21 | NO SCHOOL |
| January 23, 24, 25 | HS EXAMS – 11:00 AM Dismissal |
| January 25 | End of 3 rd Marking Period/1 st Semester |
| February 1 | Report Cards Distributed to Students |
| February 13 | Early Dismissal – 11:00 AM for Professional Development |
| February 15 | Early Dismissal – 11:00 AM |
| February 18 | NO SCHOOL – Mid Winter Break |
| February 19 | Snowcoming Week |
| March 13 | Early Dismissal – 11:00 AM for Professional Development |
| March 22 | End of 3 rd Marking Period Early Dismissal – 11:00AM |
| March 25 | NO SCHOOL – Spring Break |
| April 1 | Classes Resume at 7:40 AM |
| April 4 | Parent Teacher Conferences 6:00 to 8:00 PM |
| April 5 | Early Dismissal – 11:00 AM |
| April 9 | SAT/PSAT Testing |
| April 19 & 22 | NO SCHOOL - Holiday Break |
| May 8 | Early Dismissal – 11:00 AM for Professional Development |
| May 24 | Early Dismissal – 11:00 AM |
| May 27 | NO SCHOOL – Memorial Day Observed |
| May 29 | Senior Breakfast at 8:00 AM; Mandatory Graduation Practice at 9:00 AM |
| May 30 | Graduation – 7:00 PM |
| June 11, 12, 13 | HS EXAMS – 11:00 PM Dismissal |
| June 13 | Last Day of School/2 nd Semester |
| June 19 | Report Cards Mailed Home |

I. General Information

PARENT RIGHTS AND RESPONSIBILITIES

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

It is the school's expectation that the parent(s)/guardian(s) of each student shall:

- Be familiar with the published school calendar, noting specifically which day school is in session, which days school is EARLY dismissal and which day school is not in session.
- Notify the school of a student's absence on the day of the absence, parents may leave a message on the school voice mail 24 hours a day (810.591.1450). If a phone call is not possible, a note stating the reason for the absence may be turned in to the office on the day following the student's absence.
- Speak regularly with your child about his/her school attendance, absence, and tardiness.
- Attend parent-teacher both fall and spring conferences.
- Monitor your child's school performance in each class through ParentVue. Contact the office to set up.
- Familiarize yourself with the Student Code of Conduct and Attendance Policy.
- Attend and participate in scheduled meetings with administrators/teacher(s) regarding your child's education.
- Request homework for your child if h/she is suspended from school or is on a long-term leave.
- Contact the high school office, if interested in serving on any building or school-wide committees.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education.

- Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff.
- Students will be expected to follow teachers' directions and to obey all school rules.
- Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.
- Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building Principal.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

FOOD AND BEVERAGES

Food and beverages are not permitted in class or in the hallways during class. Water may be allowed in class at the discretion of the teacher.

CLOSED CAMPUS LUNCH

Students may not leave campus during lunch. During lunch, students must proceed directly to the cafeteria and after getting their lunch, shall immediately be seated. Students may use cell phones/ipods or similar devices during lunch and ONLY in the cafeteria. Students shall keep clean the area in which they are seated, dispose of any trash in appropriate receptacle, and exit the cafeteria at the bell to their assigned location. Food and drink are not to leave the cafeteria. Students shall be quiet in the halls upon their return as classes are in session.

HALL PASSES

A student must have a pass signed by a teacher or administrator in order to be in the halls during class time.

BACKPACKS

Small backpacks/sacks, purses or other bags for student use from class to class must not be larger than 14" x 20" and must not block aisles in the classroom.

SCHOOL LOCKERS

Each student will be assigned a locker with a lock. Only school locks are to be used on both hallway and gym lockers. Lockers are to be used for the temporary storage of books, notebooks, lunches and articles of clothing. Students are to keep their lockers locked at all times. Lockers should not be accessed during class periods except with permission of the teacher. Lockers must be clean and empty before the first exam day at the end of the school year. Fines may be levied for lockers not emptied, or defaced. If a locker (lock or any part of the locker) breaks during the school year, report to the high school office. The school assumes no responsibility for missing items.

STUDENT VALUABLES

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

CARE OF PROPERTY

Every student is responsible for the care of his/her personal property. Genesee Jr./Sr. High School will not be responsible for any student's personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school.

Damage to, or loss of, the school's equipment and facilities wastes taxpayers' money and undermines the school's program. Therefore, if a student does damage to or loses the school's property, the student or his/her parent(s)/guardian(s) will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline, according to the student Code of Conduct.

LOST AND FOUND

Lost articles such as clothing, books, rings, etc., are kept in the High School Office until claimed by the student. Items left at the end of the year are donated to charity or disposed.

DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

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

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

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols.
- Hats, coats, bandanas, sweatbands, and sun glasses may not be worn in the building during the school day. Hoodie sweatshirts may be worn with the hoodie down. *Waist-length and appropriately sized sweatshirts and lightweight jackets can be worn inside school for warmth. No blankets are to be carried.
- Clothing showing skin or undergarments (crop tops, halters, tube tops, low cut tops with plunging necklines, spaghetti straps -less than 2 inches in width, and strapless dresses) may not be worn at school.
- The length of shorts, skirts and dresses must be no shorter than 5" above the knee.
- Pants must be worn at the waistline. Pajama and flannel may not be worn at school. (Unless it is a specially designated day approved by the building principal)
- Appropriate footwear must be worn at all times. Slippers or rollerblade shoes/shoes with wheels may not be worn at school.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of self or others may be subject to discipline.
- Students may not wear jeans, slacks or pants that have holes in areas more than 5" above the knee. The 5" rule applies even if wearing something underneath.
- Students may not wear jewelry with spikes or studs, safety pin accessories, chains

Teachers/staff may ask students to remove jewelry during physical activities in the classrooms, gym, or on the playground to ensure the safety of all students.

If there is any doubt about dress and appearance, the building principal will make the final decision.

Students who are representing Genesee School District at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

VEHICLE CODE

All students driving to school must register their vehicle(s) in the High School office. Students will receive a sticker (\$10 fee) that **MUST** be placed on the lower corner of the passenger side windshield of the registered vehicle. Permits may not be sold or transferred. Any student who does not have a parking permit may have his/her vehicle towed at the owner's expense. Students exhibiting reckless and/or dangerous driving may lose driving privileges and be referred to the Genesee Township Police Department for additional consequences.

- Students who drive cars to school are to park in the large parking lot on the north side of the building.
- Drive slowly and carefully at all times on school grounds. The speed limit in the parking lot is 10 mph.
- Cars must be locked at all times.
- Students are not allowed to loiter in their cars in the parking lot at lunch.
- Students may not drive through the elementary parking lot for any reason during the school day. Students must use the Genesee Road entrance to enter and exit the school parking lot.
- **STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

- Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots can be searched by contraband dogs, administration, and police officers. Based on reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the librarian. Misuse of library materials or misconduct in the library may result in the loss of this privilege.

In order to avoid late fees, all materials checked out of the library must be returned to the classroom teacher or librarian within one week. The use of the library is a privilege.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all books checked out of the library in their name. Lost book fines will be turned in to the office.

Books that have been issued to students that are lost or damaged will have to be replaced at the student's expense. If the book has been damaged or has missing pages when it is issued, report it in writing to the teacher or the librarian at once.

STUDENT FEES, FINES, AND SUPPLIES

Genesee Jr./Sr. High School may charge specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges will result in not allowing students to attend Homecoming dance or Prom unless all outstanding fines are paid. All fines and fees must be paid before seniors can obtain their caps and gowns. Students will not be allowed to participate in the commencement ceremony unless all fines and fees are paid.

OFF CAMPUS ACTIVITIES

Students are subject to the rules and regulations when on any school district property. Likewise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in this handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this guidebook.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Safety drills include fire drills, tornado drills and lock-down drills. Drills will not be preceded by a warning to the students. Cell phones are prohibited unless student is given permission by staff or administration for cell phone use.

SCHOOL ACTIVITIES/DANCES AND ATHLETICS

All activities and dances are closed - only Genesee students and, in certain situations (Homecoming and Prom), their guests are allowed to attend. Guest Pass applications are available in the high school office. Students must submit Guest Pass application by the due date to be considered. Middle School (7-8) and High School (9-12) will have separate dances. Students who attend an after school activity should remain during the scheduled time. Those who choose to leave an activity dance, or athletic event may not re-enter even if they offer to pay a second admission.

All Genesee School Discipline Code policies and rules are in effect during all activities. Students and their guest violating any school policies or rules may be asked to leave without a refund.

SECRET RENDEZVOUS

A Secret Rendezvous (Prom) is sponsored by the Junior Class. Tickets may be limited and are sold on a first come first served basis. The Rendezvous is open to students in Grades 11 and 12 only. A tenth grader may attend the Rendezvous as a guest of a Junior or Senior from Genesee. Guest Pass applications are available in the high school office. Students in 9th grade and below may not attend under any circumstance. Guests 21 years of age or older will not be permitted to attend. All fines and fees must be paid by the deadline to attend prom. This includes guests who are no longer enrolled at Genesee, yet still have outstanding debts to the Genesee School District. A student must attend school for the full day of the Prom in order to participate; exceptions are if a documented student activity is entered by the office or have written medical documentation (must still be in attendance during 4 class periods).

TRANSCRIPT REQUEST

Students are to request transcripts for college applications through the Parchment.com website. Transcripts are sent electronically and free of charge for current Genesee students to all colleges in the state of Michigan (students must pay a fee for out-of-state colleges desiring electronic transcript). After graduating from

Genesee, alumni (starting August 1st) will need to request transcripts from Parchment.com and pay the required fees. The office will process transcript request for all enrolled students and Genesee graduates.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please listen to local radio WWCK FM 105.5 or television station ABC12 to be advised of school closings or early dismissals. A Synergy Voice message may be used to announce school closings and will also be posted on the Genesee School District's Facebook page. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the school website. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

In the event of a tornado warning, buses will not operate. Students will not be dismissed until such a warning is over. It is highly disruptive and potentially unsafe to release students to their parents during a tornado warning. However, parents may pick up their child in person or send a signed written request with the person picking up their child.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents/guardians to receive permission to leave the school. Office personnel will initiate all calls on behalf of a student seeking permission to leave the school.

VIDEO MONITORING SYSTEM

A video monitoring system may be used on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured, recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

WORK PERMITS

Work permits are available from the High School Office before or after normal school hours (7:40 – 2:40). Work Permits will be issued to students offered employment. A copy of the student's work permit is kept on file in the office; the original is taken to the employer. The Principal may revoke a work permit based on a student's academic performance, attendance or discipline issues.

WEBSITE

Genesee School's website may be accessed 24-hours a day at geneseeschools.org. A student/parent may access academic and attendance data by accessing the ParentVue web link on the website's home page. The student's six digit ID and password (which is the student's last four digits of their social security number) are required when logging in. The website is updated with upcoming events, school closures, and daily announcements. Contact the High School office to access ParentVue (810)591-1450

II. Health Policies and Procedures

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may

remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the High School Office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
 - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. Students enrolling in the District for the first time or enrolling in grade 6 for the first time shall submit the following:

- A statement signed by a physician that the student has been tested for, immunized, or protected against diseases specified by the director of the Department of Community Health.
- A waiver from the Genesee County Health Department stating that the student has not been immunized because of religious convictions or other objection to immunization.
- A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

ILLNESS AND EXCLUSION POLICY

If a student shows any symptoms of illness such as a temperature, nausea, diarrhea, sore throat, or rashes, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the regular program. In such instances, the following procedures are followed: Parents are notified by the main office staff to make arrangements to have the student picked up from school. If parents cannot be reached, the person designated on the emergency card is called. It is essential that parents list people on the emergency card who will be able to pick up the student if parents cannot be reached. It is also critically important that the school has accurate phone numbers for all contacts. Parents or the designated person are required to pick up their sick child within an hour.

If the child's condition warrants medical attention, the school's local emergency resource may be contacted.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Parents should notify the school immediately if their child has contacted a communicable disease. The school may then notify parents of other students. In the event of an epidemic, special precautions or exclusion policies may be necessary. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Use the following guidelines to determine when to send your child back to school:

- Chicken Pox when blisters have dried and formed scabs (6 days)

- Impetigo 24 hours after treatment begins
- Lice a Nit-Free Policy: A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by a school official and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials h/she is free of head lice.
- Scabies 24 hours after treatment begins
- Ringworm 24 hours after treatment begins
- Pink Eye 24 hours after treatment begins
- Strep Throat 24 hours after treatment begins

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

REPORTING SUSPECTED CHILD ABUSE

School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

III. EMERGENCY PROCEDURES

EMERGENCY FORMS

Parents are required to fill out an emergency form that contains a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. In emergency situations, the school calls the numbers listed on the form. It is essential that parents/guardians update these forms if their addresses or phone numbers change.

ACCIDENTS

Any accident involving more than minor bruises or scrapes is recorded on an Incident Report Form and filed in the main office. If it appears an accident is more serious, the following procedures are followed:

- The office staff carries out immediate first aid.
- The office staff and/or teacher contacts the parents to pick up the student for medical care.

In cases where the parents or the designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment and/or transportation to a hospital. In some emergency situations, the staff may contact the local emergency unit before calling the parent.

IV. SCHOOL SERVICES

School services enhance the education and well-being of students including but not limited to health instruction and policies; academic assistance; and personal and social development

504 PLAN

The 504 Coordinator works in conjunction with the Principal to oversee all 504 evaluations and plans of students with documented health concerns that impact them in their school environment. For more information regarding eligibility for accommodations, please contact the Special Services Office.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instruction or extra-curricular programs. Students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program. Parents should contact the Special Services Office to inquire about evaluation procedures and available programs.

MTSS (Multi-Tier Supports and Services)

The MTSS Team is made up of certified teachers and para-educators who help to identify areas of concern and interventions for students prior to a referral for special education evaluation. Interventions and progress monitoring are provided over a predetermined period of time to remediate reading and/or math skills. Members of the team study past records, confer with teachers and parents/guardians, and meet one-on-one with the student to ascertain the areas of concern. The team will then follow up with suggestions to the teacher and parent/guardians. In some cases, students may be referred for additional assessment and diagnostics to the Special Services Office.

SPECIAL EDUCATION

Genesee School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education support services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, contact the Special Services Coordinator.

SPEECH THERAPY

The speech therapist provides speech and language services to students with diagnosed speech and/or language delays. After referral and diagnosis, the therapist meets periodically to address the child's areas of difficulty as per each child's Individualized Educational Program goals and objectives.

SOCIAL WORK

The school social worker provides small group assistance in dealing with grief, divorce, anger management, social skills and/or community agency support. Parents, teachers, and administrators may refer students to the Special Services Office for school social worker assistance. After referral and diagnosis, the school social worker meets periodically to address the child's areas of difficulty as per each child's Individualized Educational Program goals and objectives.

HOMEBOUND/HOSPITALIZED SERVICES

Homebound and hospitalized service is designed to help students, who are unable to attend school due to a medical condition, to keep up with their studies and to progress to the extent possible given their medical condition. These services are designed to help the classroom teacher(s) communicate with the student while away from school. It is not the purpose of these services to replace the classroom teacher(s) nor are students necessarily carrying a full classroom load while receiving this service. The district may provide these services. Individuals interested in this service should contact the main office to verify eligibility, program requirements, and expectations.

- **Eligibility for Homebound Instruction**

A district is responsible for providing instructional services when an enrolled student who is assigned to an appropriate regular or special education program is unable to attend school because of illness or injury. The student's attending physician certifies a medical condition that requires the student to be confined to the home or hospitalized during regular school hours. (Written documentation must be submitted to school personnel.) The student is physically able to participate in instructional activities while at home or in the hospital and is anticipated to be homebound or hospitalized for at least five (5) consecutive school days.

- **Delivery of Homebound Service**

The district has options for making arrangements including assignment of the student's teacher(s) or other teacher(s) employed by the school district to provide the service which can be met through the employment of a substitute teacher to provide the service or a contract with another local district or an intermediate district for the provisions of service. The school will be unable to provide courses requiring special equipment or specialized skills (i.e. arts, music, world languages, science, and/or physical education).

- **Hours & Duration of Homebound Instruction**

Regular education students could receive a minimum of two 45-minute periods of Homebound Instruction per week. Special education pupils could be seen a minimum of two nonconsecutive one-hour periods per week. Homebound services are only available when the school year is in session and not including summer school or breaks. Homebound instruction ceases when the attending physician indicates the student is able to return to school.

- **Parental Responsibilities**

When a student is homebound, the parent(s) should notify the school when a student has been hospitalized or confined to the home by a physician. Provide written documentation from the attending physician verifying that the student has a medical condition that requires the student to be hospitalized or to be confined to the home during regular school hours for a period of longer than five school days. The certification must be by a physician who is either a M.D. or a D.O. Psychologists, chiropractors, or other professionals may not certify a person as eligible. If the student is deemed eligible for services, provide access to the home (with an adult present), and help schedule teacher visits so they do not conflict with medical treatments. Provide an appropriate environment and the necessary supervision for the student to complete assignments. Help the student schedule time for study, ensuring appropriate instructional materials are available and at hand. Support the student with the learning activities to the extent possible as agreed upon with the teacher.

- **Student Responsibilities**

The student must ask for assistance and/or clarification as needed to complete assignments. Attend to the class activities to the extent that they are physically capable. Return materials and supplies after completing assignments. Continue to work with the teacher(s) to do any extra work needed so that the student has minimum competencies needed to complete the subject or grade, after returning to school.

V. ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

State of Michigan School Attendance Law, Section 380.1561 of the revised Michigan School Code states "... every parent/guardian or other person in this state having control and charge of a child between the age of 6 to the child's eighteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Students and parents/guardians are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in excessive or patterned absence will be referred to the Genesee County Prosecutor's office for the purpose of criminal prosecution (Michigan Compiled Law 380.1599).

REPORTING ABSENCES

- Absences will be considered documented, excused or unexcused. Parents need to contact the office with written or verbal notification within three days of the absence.
- Documented Absences consist of hospitalization, medical leave, religious obligations, mandatory court appearances, funerals, verified doctor/dentist visits, field trips, 2- verified college visits, athletic events, school competitions, other school-related activities and out of school suspensions. Appropriate documentation must be received within 72 hours of the students return to school.
- Excused Absences are illnesses verified by parent/guardian and pre-arranged family vacations. Parents may leave a message on the school voice mail during and after school hours or written documentation must be submitted to the office on the day of the child's return to verify an excused absence. If either of the above mentioned have not been complied with, the absence will be deemed unexcused.
- Unexcused Absences consist of things such as oversleeping, car trouble/lack of transportation, missing the bus, skipping class, leaving school without permission, not following proper check-out procedures, and no parental notification within 72 hours of the absence.

TARDY POLICY

Part of the responsibility of parents and students is regular and prompt attendance at school. Students must be inside their classroom at the beginning of the bell for each class period.

Three (3) unexcused tardies will equal one (1) unexcused absence. Students who accumulate 6 tardies (throughout all class periods) will serve after-school detention (2:45 – 4:45 pm) or lunch detentions which will be determined by administrator. The Truancy Coordinator or administrator will handle excessive tardies on an individual basis.

EARLY DISMISSAL POLICY

For the safety and security purposes, Genesee Jr./Sr. High School requires that parents/guardians make all requests for early dismissal of students by contacting the office on the day of such request. Early dismissal will count as a tardy or an excused absence for the class period depending on amount of class time missed. (Less than 10 minutes = tardy; more than 10 minutes = an absence). Parents/guardians are discouraged from picking up their children for early dismissal without prior notice.

CLOSED CAMPUS POLICY

Students are not permitted to leave the school grounds during the school day unless a parent/legal guardian or emergency contact accompanies them. Parent or guardian phone calls to dismiss students at lunch time will

not be accepted. Students are expected to be on campus for lunch. If a student leaves the campus, it will be considered skipping and an unexcused absence.

Truancy is defined as: Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2.

The Truancy Coordinator and/or administration shall notify parents when students have five or more absences from class(es). (After 5 call-ins for an excused absence a doctor excuse is required)

Parents will be notified in writing at the address provided to the school, when a student reaches 10 and 15 days of absences, excused or unexcused. In addition to the notification, chronically absent or questionable absences from school may result in a referral to Truancy Court as a violation of the truancy law and/or a home visit by the Truancy Coordinator or designated official.

Please Note: Unless there are extenuating circumstances, a Truancy Court petition will be filed once a student has been absent 10 days (5 days if student was truant in the previous school year), without any success from the Truancy Coordinator contacting the parents/guardians via phone calls, home visits, or scheduled meetings. If in the event a student was absent for a combined count of 15 days AND has met with the Truancy Coordinator and there is still no improvement, a truancy court petition will be filed. The days above are inclusive of attendance within other school districts within the same academic year.

The following procedure shall be followed for unexcused absences:

- Fifth Unexcused Absence – The Truancy Coordinator will meet with the student; review the student's attendance record, and assign, the student will be assigned a Detention (2:45 – 4:45 pm). The Truancy Coordinator will also contact the parent/legal guardian to review the child's attendance record and inform them of the detention and the consequences of not attending the detention and any further unexcused absences. At this time the Truancy Coordinator may do a home visit to address the situation or require a parent/guardian conference.
- Tenth Unexcused Absence – The Truancy Coordinator will meet with the student; review the student's attendance record, and assign, the student a Detention or Saturday School (2:45 – 4:45 pm). The Truancy Coordinator will also contact the parent/legal guardian to review the child's attendance record and inform them of the detention and the consequences of not attending the detention and any further unexcused absences. At this time the Truancy Coordinator may do a home visit to address the situation or require a parent/guardian conference.
- Make-up Sessions – Monday through Thursday (1 hour each day) for 1 week per excused or unexcused absences exceeding 10 days and the student may earn up to three days of attendance back and their actual grade. Attendance make-ups will NOT be changed in Synergy; make-up session information will be kept separately.
- If a student exceeds 10 unexcused and excused absences, the student will not be allowed to attend extra-curricular activities until make-up sessions are completed.
- Excused or unexcused absences exceeding 10 days will result in the highest grade a student may earn in the course is of 60%, unless the student attends make-up sessions Monday through Thursday for one week per absent.
 - For example, Susan ends the marking period with a 75% in the class, but has 12 absences. Susan does not attend the make-up sessions. Susan's grade is lowered to a 60% and credit is given.
 - Another example, Steven ends the marking period with a 75% in the class and has 12 absences. Steven attends the make-up sessions and technically has made up two days of absence. He earns a 75% in the class and credit is given.

MAKE-UP WORK

It is the student's responsibility to request make up work missed due to an absence.

- In the case of a prearranged absence (forms available in the office for more than 3 days), students are expected to turn in all work upon their return within the number of days in which they were absent.
- Students, who have excused absences, shall be given the number of days which they missed within which to make up work.
- Make -up work due to suspension must be completed the day the student returns from suspension.
- Students must have medical documentation if absent on exam days and will only be allowed to make up the missed exams by scheduling the make-up through the high school office.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

VI. STUDENT DISCIPLINE CODE OF CONDUCT

The Code of Conduct is the behavioral mainframe by which the school carries on its day- to-day operations. The code reflects academic standards and the right for every student to learn in a safe, non-threatening environment and the right of teachers to teach. The code further reflects the school's desire to protect each individual's right to deal with violations of safety issues through consequences. The implementation of this code is a necessary element to provide a positive school experience for everyone.

The Code of Conduct governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the order of the school, the proper functioning of the educational process, or the health and safety of students.

The Code of Conduct applies before, during, and after school:

- When a student is at school. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

A major component of the educational program at Genesee Jr. /Sr. High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Code of Conduct establishes reasonable boundaries for students and provides a clear understanding of consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes. It is our hope that students learn from their mistakes. By reading the code, we also expect students to understand the School's expectations and avoid transgressions in the first place.

EXPECTED BEHAVIORS

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

There are three levels of violations: those that lead to pre-suspension consequences, those that lead to suspension, and those that may lead to expulsion. Each of these categories is explained below:

CLASSROOM CONSEQUENCES

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to appropriately participate in this learning environment, h/she may be told to leave the regular class setting. Students who are disruptive and who impede the learning of others may be asked to go to another part of the classroom or to another area where they will continue to do assigned work.

DETENTION

A student violating a school rule or policy may be required to spend a specific period of time detention before school or after school or during lunch time at a specific location assigned by the Assistant Principal or Principal. A staff member will actively supervise such detention.

Detention will be held on designated days (2:45 - 4:45 pm). Any student assigned to a detention must be on time. Students may not eat, drink or sleep during this time. Any student who violates the rules will be dismissed from detention, and may be assigned Saturday School and/or In-School Suspension (ISS) and/or a parent/guardian may be required to meet with an administrator prior returning to the school.

Saturday School will be held on designated Saturdays (8:00 – Noon). Any student assigned to a Saturday School must be on time. Students may not eat, drink or sleep during this time. Any student who violates the rules will be dismissed from Saturday School, and may be assigned an In-School Suspension (ISS) or Out of School Suspension and/or a parent/guardian may be required to meet with an administrator prior returning to the school.

IN-SCHOOL SUSPENSION (ISS)

At the discretion of the Assistant Principal or Principal, a student may be directed to serve an In-School Suspension for disciplinary reasons. The student would spend the period of this suspension in an alternative classroom where h/she will be allowed to continue his/her studies for credit but may not participate in any athletic or extracurricular activities for the duration of the suspension.

- The option of the In-School Suspension (ISS) will be administered where it is deemed in the best interest of the student and the school only.
- All students who are given the opportunity to attend In-School Suspension are expected to complete all assigned work given by teachers. If a student does not complete the assigned work, h/she may lose the privilege of In-School Suspension.

SHORT-TERM SUSPENSION

Any time students are sent to the Assistant Principal or the Principal for disciplinary consequences, the adult who is sending them completes a Disciplinary Referral. This form briefly describes the behaviors that caused

the student to be removed from a class, hallway, lunchroom, or activity. The Assistant Principal or the Principal keeps an electronic record of all such referrals and sends a copy home for parent/guardian signature.

When students have accumulated a record (7 suspension days) that reflects unwillingness to abide by school rules, the Assistant Principal will review the student's discipline record and schedule a Behavior Meeting with the student's parents to complete the Behavior Intervention process. After completion of this process, the student will be required to follow the guidelines outlined in the Behavior Intervention Plan (BIP); failure to follow and/or comply with the BIP may result in a referral for suspension/expulsion by the Board of Education. Even without such a record of repeated misbehavior, students can be sent home for a period of up to ten (10) school days. Students are expected to do assigned work while suspended and return work immediately after suspension to receive full credit.

LONG-TERM SUSPENSIONS

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. Upon the eleventh (11) day of suspension Special Education students will receive appropriate services during their suspension period.

Note: Any student who is on an out-of-school suspension will be in violation of school policy if they attend any school related functions and will be considered as trespassing resulting in immediate notification to the Genesee Police Department or other appropriate officials.

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, property, or to prevent bodily harm or death to another.

SUSPENSION PENDING AND EXPULSION HEARING

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Assistant Principal or the Principal may impose a suspension pending the expulsion hearing before the Board of Education.

EXPULSION

In general, students who have had multiple suspensions, persistent disobedience and have shown little or no behavioral change toward more positive participation will be expelled. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered "gross misdemeanors or persistent disobedience." In addition, students eligible for expulsion will be sent home for up to one hundred eighty (180) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Michigan Public School. The Assistant Principal or the Principal will submit a recommendation for expulsion to the Board of Education.

Parents/Guardians shall be informed in writing of the school's intent to expel by the Assistant Principal or the Principal. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Education.

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student who seeks to enroll in the Genesee Jr./Sr. High School and who has previously been found to have engaged in misconduct in another school district which resulted in a long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school district but withdrew from such school district prior to the misconduct being established, will not be granted permanent enrollment at Genesee Jr./Sr. High School. A student shall be permitted to enroll but shall be held on suspension pending a hearing before the Assistant Principal or the Principal. A student who has been expelled from another school district for criminal sexual conduct, arson, or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in section 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311,1313; MSA 15.41311, 41313) or who is found to have committed such offense prior to enrollment in Genesee Jr./Sr. High School shall not be admitted in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

The Assistant Principal or the Principal shall determine whether the student's prior misconduct is of sufficient gravity that the student's presence in the school represents a threat to the health and safety of students and/or school personnel or threatens the educational process in the school. If the student's presence is deemed a threat, the student is temporarily suspended from school, and the student's parent(s) or guardian is notified of the steps that pertain to student's individual case.

- The prior act of misconduct that is the basis of the Assistant Principal or Principal's decision.
- The recommendation regarding the suspension or expulsion of the student.
- The fact that a hearing will be held before the Board of Education for expulsion.
- The time, place, location and procedures followed at the hearing.

VII. MINOR CODE OF CONDUCT VIOLATION

The following violations, in general, lead to classroom consequences, parent meeting, or after school detention. The Assistant Principal or the Principal will determine the appropriate consequences for repetitive violations based on each student's overall discipline record.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection between people is personal and not meant for public exhibit. Such displays include touching, kissing, petting, or any other physical contact that may be considered sexual in nature.

INSUBORDINATION

All students must obey all adults in the school: administrators, teachers, para-educators, secretaries, custodians, lunchroom aides, volunteers and others. Students must do what these adults ask of them. Students must not disrespect adults by talking back.

Students must not break classroom or school rules. They may not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates, are engaging in insubordination. Leaving the classroom without permission and not following the directions of any adult within the school environment are also considered to be insubordinate.

DEFIANCE

Students must not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of the Code of Conduct and/or building rules. Students must not make false statements or give false evidence. Students must not refuse to cooperate with school personnel in any disciplinary proceeding and refuse to testify.

DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

DISRUPTION OF THE EDUCATIONAL PROCESS

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

INAPPROPRIATE LANGUAGE/PROFANITY

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

CHEATING

Students must not engage in cheating. Cheating includes but is not limited to, using a cell phone or camera phone during testing, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material. If a student is caught cheating he/she will automatically fail the assignment/test. The student may also face automatic failure of the class for the marking period, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

FALSIFICATION OF RECORDS

Parent's/guardian or student's must not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading, or inaccurate statements or information on school forms or records. Falsification of records will result in a recommendation for expulsion by the Director of Student Services or the Principal to the Board of Education for expulsion.

TRESPASS/SKIPPING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Assistant Principal or the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate except to participate in the educational process and/or the specific enrolled activity of the school, nor may students loiter in building hallways, classrooms, bathrooms, etc. Junior High and High School students may not be on the elementary school property unless they are enrolled in a specific activity.

STUDENT CELL PHONE POLICY

A student may possess a cell phone in school, on Genesee School property, after school activities, and at school-related functions, provided that, during school hours the cell phone remains off and must be concealed, unless approved for use by the classroom teacher. Also during school activities, when directed by the administration, faculty or sponsor, cell phones shall be turned off and stored out of sight. The use of cell phones in classrooms, hallways, bathrooms or during testing is strictly prohibited.

Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action, which will result in confiscation of the cell phone.

- 1st offense (Warning) the device will be held until final dismissal bell and be picked up at the main office by the student.
- 2nd offense the device will be held until a parent and/or guardian picks it up at the main office.
- Additional offenses will result in in detentions or school suspensions.

- Any device that is not picked up by the last day of school will be disposed.

USE OF CAMERA PHONE

Genesee School District prohibits the use of camera cell phones from any bathroom, locker room or other location where students and staff have a "reasonable expectation of privacy" or taking pictures or video without permission of the student(s). A student improperly using any telecommunication device to take or transmit digital photographic images/video or students posting video images to social media sites will face disciplinary action up to, and including, 10 day suspension, and/or expulsion.

Taking or transmitting digital images during testing is also prohibited. If a student is caught transmitting digital images or other communication during testing, he/she will automatically fail the test and receive suspension.

DEFACEMENT OF PROPERTY

Actions such as writing on desks, walls, lockers, in school textbooks or library books, placing chewed gum on desks. Students will be required to clean and/or replace the object that has been defaced.

VIII. MAJOR CODE OF CONDUCT VIOLATIONS(Short-term suspension)

The following Major Code of Conduct violations will most likely lead to a short-term suspension. A short-term suspension occurs when a student is suspended for one (1) day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. The length of the suspension will be determined by the Assistant Principal or the Principal and will be based on the student's discipline record and the seriousness of the offense(s). The Assistant Principal or the Principal, will investigate major breaches of student code of conduct on a case-by-case basis, and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion to the Board of Education.

FAILURE TO ACCEPT PRE-SUSPENSION CONSEQUENCES

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action and is considered a major code of conduct violation.

Students must arrive on time for detention or Saturday School and serve the entire time. Students must behave appropriately in the detention room or alternative classroom.

STUDENT DISORDER/DEMONSTRATION

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Assistant Principal or the Principal to discuss the proper way to plan such an activity.

POSSESSION TOBACCO PRODUCTS / VAPORIZING PARAPHERNALIA / LIGHTERS

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, vaporizers, vaporizing paraphernalia, lighters, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

VIOLENCE/THREATS

Students must not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity, or event. Nor

shall they engage in or encourage others to engage in conduct that is reasonably likely to result in a disruption or obstruction of the educational process.

DAMAGE OF PROPERTY

Students must not damage, break, or destroy school property or anything that belongs to someone else. Actions such as carving into woodwork, desks, or tables, and spray-painting surfaces are actions of destruction of property. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of damage of property. Parents and/or guardians of students who damage or vandalize school property will be required to pay for losses or damages.

UNAUTHORIZED COMPUTER USAGE

Computer crimes and abuses will result in immediate reporting to the proper authorities and removal of the student from the network system. The following is a list of infractions or abuses that include, but is not limited to:

- Tampering with, unplugging, altering, moving or misusing hardware.
- Abusing the desktop, network system or software
- Using software programs that have not been designated for student's use by staff, making copies of programs, installing software to the system, or gaining access to files other than their own.
- Deliberately infecting a computer or network with a virus.
- Unlawful copying of programs, theft of hardware or software, unauthorized access to computer files, unauthorized access or use of Internet, password or code violations, inappropriate use of e-mail or unauthorized/ inappropriate use of school computer equipment.

Discipline may include the following: computer use restriction, suspension, possible restitution for damages and repairs, and/or permanent computer privileges being revoked.

SEXUAL MISCONDUCT/HARASSMENT

Students must not act through the use of word(s), gestures, body-parts of self or others in an unacceptable way. Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students must not engage in sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or disability, (e.g. sexual or racial comments, threats or insults, unwanted touching, etc.).

LOOK-A-LIKE WEAPONS OR DRUGS

Students must not possess, handle, or transmit any object or instrument that is a "look-alike" weapon, instrument or illegal substance (e.g. rubber knife, toy gun, pills, powders etc.)

IX. MAJOR CODE OF CONDUCT VIOLATIONS (Long-term Suspension/Expulsion)

The following major Discipline Code Violations can lead to mandatory suspension with recommendation for expulsion to the Board of Education. Students who engage in any of the violations in this level will be suspended and the Assistant Principal or the Principal may submit a recommendation to Board of Education for expulsion.

BREAKING AND ENTERING

Students must not force their way into any school building or classroom.

USE OF DRUGS/ALCOHOL

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

USE OF BREATH-TEST INSTRUMENTS

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

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

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

PHYSICAL ASSAULT

A student will not physically assault another person. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]). If any student enrolled at Genesee commits a physical assault at school against another student, then the Board of Education or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]). If any student enrolled at Genesee commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the Board of Education or its designee, then the Board of Education shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

WEAPONS: DANGEROUS INSTRUMENTS

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical-mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, box cutters, hammers, baseball bats, or metal combs of any length with sharpened handles.

WEAPONS USE OF LEGITIMATE TOOLS AS WEAPONS

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

WEAPONS: DANGEROUS WEAPONS

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three

inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313). A “firearm”, as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term “firearm” does not include an antique firearm (18 U.S.C. § 921). State law requires the Board of Education to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone”, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en route to or from school on a school bus, the Board of Education or its designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

FALSE FIRE ALARMS OR BOMB REPORTS

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 7 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the Director of Student Services or the Principal shall suspend or expel the student from the school district. (MCL 380.1311a[2]).

FIRE /ARSON

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the Board of Education shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]). “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

FIREWORKS AND EXPLOSIVES

Students must not handle, possess, or transport any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

THEFT

Students must not take anything that does not belong to them. Students must not have anything that has been stolen.

SEXUAL ASSAULT

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the Board of Education shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]). “Criminal sexual conduct “ means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

VERBAL ASSAULT AGAINST AN EMPLOYEE

A student will not bully, harass, intimidate, threaten or coerce any school employee, contractor, or volunteer. If any student enrolled at Genesee Jr./Sr. High School commits a verbal/physical assault, the Board of Education or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Education or its designee. (MCL 380.1311a[2]).

GANG ACTIVITY

A student will not, by use of violence, force, and coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the Genesee Jr./Sr. High School's mission.

Students must not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in or affiliation with a gang or otherwise symbolizes support of a gang. Students must not use any word, phrase, written symbol or gesture, which intentionally identifies them as a member of a gang or otherwise symbolizes support of a gang. Students must not try to recruit others for gangs.

FELONY

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

GROSS MISDEMEANOR

Gross misdemeanor, or conduct which constitutes violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) may include, but is not necessarily limited to, the following conduct:

1. Substantially interrupts or interferes with the orderly education of self and/or other students.
2. Jeopardizes the physical and mental health and safety of staff and/or students
3. Represents willful disregard or disrespect for the constituted authority of the school
4. Willfully destroys school district property
5. Disorderly behavior – jostling or roughly crowding people unnecessarily, tumultuous or threatening behavior; making unreasonable noise, congregating with others, and refusing to comply with a directive to disperse, creating a hazardous or physically offensive condition
6. An unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion.

X. PROCEDURE FOR APPEAL OF THE CODE OF CONDUCT

Appeal at any step of the disciplinary action is available to parents, legal guardians, and students. The appeal must be registered within two school days after the student has been disciplined. An appeal form is available from the Superintendent's office.

XI. APPEAL TO THE BOARD OF EDUCATION FOR RECONSIDERATION

A student aggrieved by the decision of the Board of Education may, within five (5) days of receipt of the decision, petition the Board of Education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee decision should be reviewed or reconsidered. The Board of Education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for consideration.

XII. RE-ADMITTANCE GUIDELINES

Re-admittance to the Genesee Jr./Sr. High School will not be considered until twenty (20) school weeks (summer school not included) have passed. Parents may contact the Principal's Office to apply for readmission. This process may include (but is not necessarily limited to) a meeting with the Director of Student Services or the Principal and may also involve certain conditions such as a behavior agreement, communication with outside therapists, court case workers, etc. These students will be permitted to re-enroll for the semester following his/her expulsion pending a parent/guardian, pupil, and school personnel conference discussing strategies to assist the pupil with improving his/her daily attendance. Students expelled for truancy will not be considered for re-admittance until twenty (20) school weeks (summer school not included) have passed. Students who have been expelled for possession of a dangerous weapon, arson, or criminal sexual conduct may be reinstated according to the provisions of Section 1311 of the Revised School Code, MCL 380.1311(5); MSA 15.41311(5).

XIII. HARASSMENT/BULLYING

HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the High School Office, phone (810)591-1450. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

HARASSMENT

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

SEXUAL HARASSMENT, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.] [

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

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

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

Notification

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held

device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

M.C.L.380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education © 2017 NEOLA, Inc.

Genesee Jr./Sr. High School recognizes that bystander support of harassment or bullying can encourage these behaviors. Thus the district prohibits both active and passive support for acts of harassment or bullying. The staff encourages students to support others, who walk away from these acts when they see them, constructively try to stop them, or report them to staff members. The following factors, at a minimum, shall be given full consideration in the development of consequences for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Context in which the alleged incident(s) occurred

- Incidences of past or continuing patterns of behavior
- Relationship between the parties involved

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with the approved code of conduct. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

Examples of Consequences

- Temporary removal from the classroom
- Loss of privileges
- Classroom or weekend detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Legal action and or reporting criminal activity

Examples of Remedial Measures

- Assisting the student with finding a better way to solve the problem
- Social work referral
- Supportive discipline including participation in behavior intervention plan
- Referral to Response to Intervention Team, as appropriate
- Parent conferences
- Referral to mentoring program

XIV. SEARCH AND SEIZURE

In order to maintain order and safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Assistant Principal or the Principal may request the assistance of law enforcement officials to conduct the inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially-trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, gym sacks, backpacks, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and nature of the infraction.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

XV. BUS TRANSPORTATION

The district provides bus transportation to and from school for students living in the Genesee School District. A list of bus stops will be published at the beginning of the school year. Parent/guardians must, at the beginning of the year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned.

While students are on the bus, they are under the supervision of the bus driver and/or paraeducator. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Dean of Student Service or the Principal. Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Inappropriate behavior may result in suspension from bus services.

Parents will be informed of any inappropriate student behavior on a bus. In the interest of the student's safety, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus and out of the aisles.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity are not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- Be waiting at your bus stop on time.
- All school rules apply while on the bus, at the bus stop, or waiting for the bus. Students may use their electronic device while waiting or riding on the bus.
- Use emergency door only in an emergency. In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Do not open windows.
- Keep the bus neat and clean. Never tamper with, damage, or deface anything on the bus.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- If crossing a traveled roadway necessary, wait for the driver to signal to cross, look both ways, walk in front of the bus, and walk - do not run- to the other side.
- Inform the driver when an extended absence is expected.

XVI. ACADEMICS

COURSE OFFERINGS

Genesee Jr./Sr. High School offers classes in both general and special education. Genesee Senior High School offers all courses that meet the graduation requirements set forth in the Michigan Merit Curriculum (MMC). Genesee Jr. High School offers core classes as well as Physical Education, Band, Choir, and Life Skills for all students.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Genesee Jr./Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

A mark of "Incomplete" on a report card must be made up in consultation with the teacher or the grade will be changed to an E.

The honor point system used to compute grade averages and student rank as follows:

| | | | | | |
|----|-----|----|-----|---------|-----|
| A | 4.0 | B- | 2.7 | D+ | 1.3 |
| A- | 3.7 | C+ | 2.3 | D | 1.0 |
| B+ | 3.3 | C | 2.0 | D- | .7 |
| B | 3.0 | C- | 1.7 | E /F/CR | .0 |

Honor grades will be tallied using H (5.0), H- (4.7) and A+ (4.3). The honors classes include: Algebra I grade 8, Honors English 11-12, Honors Physics, Calculus.

A student with an Individualized Education Plan may earn grade of 'P' grade indicating that work has been completed to earn credit. A grade of P will be tallied as .3.

Citizenship grades of one to five are awarded along with every grade on the report card. They are:

| | |
|---------------|---------------|
| 1 - Excellent | 4 - Poor |
| 2 - Good | 5 - Very Poor |

Honor Roll students must meet the following criteria:

- A minimum of a B average (3.0) with no grade below a C- and no citizenship below a 3.
- The cumulative grade point average (GPA) will be counted from all course work from grade nine forward.
- Only courses that a student has earned a passing grade (D- or better) each semester shall count toward graduation credit.
- The senior student with the highest GPA at the end of the third semester will be named the class valedictorian. The second highest GPA will be named salutatorian. For awards ceremony and graduation purposes the Top Ten will be determined at the end of the third semester high school GPA.

HIGH SCHOOL CLASS STANDING REQUIRED EARNED CREDITS

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the High School Office and a counselor will be pleased to answer any questions.

The following number of earned credits will designate the grade in which the student will be registered:

Freshman = 0 to 4 Credits

Sophomore = 5 Credits (8 credits for mid-year transfers.)

Junior = 10 Credits (13 credits for mid-year transfers.)

Senior = 16 Credits (19 credits for mid-year transfers.)

Junior High Grading Periods

Students shall receive a report card at the end of each 9- week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

Seventh and eighth grade students may receive “credits” toward graduation based on the following criteria: (1) The middle school class must cover the same content expectations as the high school class, (2) Proficiency must be assessed using the same assessments(s) used at the high school level. Credits earned prior to 9th Grade status will not be calculated in a student’s high school cumulative grade point average.

Junior High Students are promoted or retained on the basis of their work during the school year. Promotion to grade 8 occurs if a student’s yearly average is passing in English, Math, Science, Social Studies, and at least one elective class. Students may be lifted (not promoted) to grade 8 and placed on an academic behavior and/or attendance contract at the discretion of the Principal after consultation with the Director of Student Services.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the classroom teachers and Principal.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

XVII. GRADUATION REQUIREMENTS

REGULAR DIPLOMA

Normally, a student will complete graduation requirements in four(4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. a student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a which is accessible either electronically at www.geneseeschools.org.

GENERAL

- Eight semesters of high school work, successfully completed, will constitute a full four-year high school program.

- Any full-year course (listed in the Course Guide as one credit) will require a full year’s attendance for full or partial credit. If a course should be dropped by special request or determination of a parent, an E will be recorded for the semester.
- Any student in high school who has failed a required course must either repeat the course or receive credit through summer school or take an online class. Permission to enroll in summer school, or on-line must be given by the Principal.
- No student will be allowed to participate in graduation exercises unless all requirements have been met including payment of all fines and fees.
- Each student is responsible for making sure he/she has the required credits for graduation. This also applies to the number required for grade placement in any of the high school grades.

CREDIT REQUIREMENTS

| | |
|-------------------|---|
| 4 credits | English/Language Arts Must include English 9, English 10, English 11 and English 12. Honors English may be taken in place of English 11 and English 12. |
| 4 credits | Mathematics Must include Algebra I, Geometry, Algebra II/Trigonometry, One additional math or math related credit. Math or a math related credit must be taken in the senior year. |
| 3 credits | Science Must include Biology, Chemistry or Physics and one additional science course |
| 3 credits | Social Studies Must include World History and Geography, Government, Economics, US History and Geography |
| 1 credit | Physical Education (.5) and Health 9 (.5) |
| 1 credit | Visual, Performing, Applied Fine Arts |
| 2 credits | World Languages (May be earned throughout K-12 experience.) |
| 4 credits | Elective |
| 22 credits | Total Credits Required |

JUNIOR HIGH

Seventh and eighth grade students may receive “credits” toward graduation based on the following criteria: (1) The middle school class must cover the same content expectations as the high school class, (2) Proficiency must be assessed using the same assessments(s) used at the high school level. Credits earned prior to 9th Grade status will not be calculated in a student’s high school cumulative grade point average.

SEAT TIME WAIVER PROGRAM

The Seat Time Waiver (STW) Program provides students at risk of not graduating with their high school class an alternative to the traditional classroom learning experience. Placement in the STW program may be required for students who have not demonstrated progress after being placed on an academic contract. Schedules will be developed according to our grade level sequence. A STW student will be provided with a full-time online schedule. Weekly contact with a school mentor is required. Grades earned through this program will be recorded as CR (credit) classes on the student’s transcript and will impact the student’s GPA. A signed contract, by student and parent/legal guardian, will be required to participate in the STW program.

XVIII. FINAL EXAMINATIONS

All classes will include a final examination at the end of each semester. The exam may be a traditional written test, or it may be another activity deemed appropriate by the teacher. Students shall be exempt from finals/midterms if:

- They have a semester grade of A or greater in the class AND
- They have ZERO (0) tardies for the semester AND
- They have no more than one (1) absence in the class and no suspension.

All three criteria must be met for a student to be exempt.

NOTE: Students meeting the exam waiver requirements may still take final exams. The exam grade may improve the overall grade, but will not count against the students overall academic performance in the class.

Seniors who have a qualifying proficient score one or more of the state standardized tests, may waive an equal number of second semester senior exams (maximum 5).

XIX. PERSONAL CURRICULUM

A personal curriculum may be requested for a student that modifies certain requirements of the Michigan Merit Curriculum. The Director of Students or Principal will follow all parts of the law governing personal curriculum requirements for general education students and students with Individualized Education Plans. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum.

XX. DUAL ENROLLMENT

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. Students interested in dual enrollment should contact the Principal for current eligibility and applications. Application and admission to the postsecondary institution are the responsibility of the student. Tuition for the course will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and the Section 21b of the State School Aid Act. The district does not pay for books, transportation or activity fees. Students grade from the post-secondary institution will be recorded on the high school transcript and will be included in the computation of the student's grade point average and class rank.

XXI. MICHIGAN VIRTUAL UNIVERSITY/HIGH SCHOOL

The Michigan Virtual University/High School is designed to enhance the high school program. Credit earned through MVU/HS may be applied toward a Genesee High School diploma. The student is expected to use their own personal computer and complete all course work. Students interested in this option should contact the Principal for current eligibility, tuition, and application.

XXII. DIRECTORY INFORMATION AND MEDIA RELEASE

Directory information for Genesee School District includes the following information about the student: The student's name, address, guardian name, phone number--if listed, picture, height, weight, major field of study, participation in recognized activities and sports and related information; grade placement; and honors and awards received. A parent or an adult student has the right to request that the student's name be removed from the student directory. The principal must be notified in writing.

Frequently in our buildings, we record, by way of photography or videotape, school activities. These images are used for school and district publications, our website and district Facebook page, future cable television and news releases.

Please inform the district, in writing, if you do not wish to have your child photographed or recorded. This written media denial must include: date, parent or guardian name, child's name, grade and school building. Written media denials must be submitted every school year. Media denials should be sent to the building principal.

XXIII. STUDENT EXTRA-CURRICULAR

Class dues are collected each year and must be paid if full prior to prom and/or graduation.

In addition to athletics, students can participate in a variety of clubs and activities. Some organizations may have a selection criteria or application for admission. Students interested in forming a new club or organization must seek the guidance of the Principal in the establishment of such club/organization. The following are some of the offerings at Genesee High School:

| | |
|---|-------------------------------|
| Students against Destructive Decisions (S.A.D.D.) | National Honor Society |
| Science Olympiad | Class Officers |
| Student Council | Athletic Leadership |
| | National Junior Honor Society |

XXIV.ATHLETIC RULES & ATHLETIC CODE GUIDELINES

The Athletic Code applies to all students who participate in competitive sports, cheerleading and dance. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirement on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this code.

MHSAA: Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of conflict between MHSAA and this Athletic Code, the most stringent rules will be enforced.

Eligibility: A student athlete must be passing 4 of 6 classes to be eligible. Additionally, in order to maintain eligibility to participate in contests, athletes must meet the biweekly eligibility requirement which requires athletes to be passing 4 of 6 courses. Students failing more than two courses (GCI = 3 courses, Dual Enrollment = 3 courses) will be ineligible to participate in athletic contests until the next grade checks. Students who failed 3 or more classes at the end of a semester must sit until the 61st day of school of the next semester.

Requirements for Participation: An athlete must have the following fully executed documents on file at the Athletic office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

- A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., or Physician's Assistant who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- Completed signature form showing the athlete and his/her parents received a copy of the Athletic Handbook (which further outlines parent, coach and athletes expectations), understand the terms of the Athletic Handbook and agree to abide by its terms and conditions.

Behavioral Conduct and Drugs, Alcohol & Tobacco: Coaches and school officials will impose consequences as outlined in the Student Discipline Code of Conduct of this guide. Additionally, the rules set forth in the Student/Parent Success Guide are in effect throughout the school year for all athletes from the first tryout or practice session for any particular sport during a particular school term until the last day of that sport

or until the last day of the school term whichever comes later and 24 hours a day, whether or not school is in session and including vacation periods and holidays.

A student serving a suspension, either in-school or out-of-school, may not participate in athletics until the first school-day back from his/her suspension and will be suspended from competition for a minimum of one game. This regulation is in effect for practices, scrimmages, games, contests, or meets. A student suspended 5 or more days must schedule a meeting with the Athletic Director and their coach and attend with his/her parent within three (3) school days following the suspension to determine the student's status on the team.

Any student athlete who is caught with a prohibited drug or alcohol either in school or out will be put on these steps. This step system will remain with the student athlete throughout their high school careers. Once they are put on step one they will never get taken off.

Step 1: Student athlete will miss 20% of the games in the current season. (If the offense occurs outside of a sports season the student athlete will miss 20% of the games in the next sport season they play. Ex: If a student does not play a fall sport and gets caught smoking in September. The student athlete would miss 20% of the winter season if that is the next sport they play.)

Amount of games that equal 20% of a season:

Football : 2 games **Basketball boys/girls:** 4 games **Baseball/Softball:** 8 games

Track and Field: 3 games **Cross Country boys/girls:** 3 games

Cheer (fall): 2 games **Dance:** 4 games

Step 2: Student athlete will be suspended the remainder of the school year for all athletic activities. Students may be reinstated the next year after a meeting with the Athletic Director and a panel of varsity coaches.

Step 3: Student athlete will be suspended for the rest of their high school career from all and any athletic activities.

Absences from School on Day of Activity: An athlete who is absent from school is ineligible for any activity on that day unless the student is in school for 3 consecutive hours of the day. If the student misses the last three hours of the day it is the responsibility of the student athlete to get a documentation of an excused absence to the Athletic Director so the student athlete can remain eligible to play that day. (OR)

An athlete who is absent from school is ineligible for any activity on that day unless the absence is (1) for a medical purpose pre-arranged with the coach and has written documentation, or (2) for court appointment (court documentation), or (3) for a death in the athlete's family. The athlete must be in attendance for at least (3) class periods (even with these exceptions).

Travel: All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request (day prior) of an athlete's parent or guardian.

Additional Guidelines

- No student will be admitted to a team later than one week before the first game without agreement of the coach and athletic director.
- Athletic contests may be scheduled for play on Saturdays.
- Athletic teams (High School only) may enter holiday tournaments.

- Any additional policies involving practice regulations, training rules, eligibility, tec., will be given in writing to the Athletic Director for approval and then distributed to team members by the coach prior to the first scheduled game.
- A coach may at any time dismiss from his/her squad a student for violations of the Athletic Code Guidelines.
- Any teacher may report a student for actions that he/she deems prejudicial to the good of athletics and not specifically covered herein. The Athletic Council will take appropriate action on such a report.
- Dress, appearance, and conduct standards will be made and regulated by each coach.
- An athlete is financially responsible for all equipment checked out to him/her.
- All student team members and other student helpers, e.g. managers, scorekeepers, etc., are required to ride the team bus to and from contests when school transportation is provided.
- All athletes are required to attend all practices and games unless excused by the head coach of that team or the athletic director. Unexcused absences will result in disciplinary action by the coach. A second unexcused absence during that season may result in dismissal.
- Any athlete (1st offense) who is dismissed from or quits a team will be suspended from the athletic program. Reinstatement must be appealed (a letter of explanation and schedule a meeting) to the Athletic Director.

Recourse: Any student, who feels that h/she has been unjustly treated, has violated a rule for seemingly just cause, or whose case is not covered by the foregoing rules will be heard by the Athletic Council, consisting of the Principal, Athletic Director, and all members of the coaching staff. His/her parents and /or a representative may accompany the student if he/she chooses.

The request for a hearing must be filed within two school days of the offense and the Athletic Council must meet within five school days of the filing of the request.

ATHLETIC CODE GUIDELINES

Behavior & Sportsmanship Expectations

It is the expectation of Genesee Schools that participants and spectators exhibit appropriate decorum. Positive support of individual players and the team is encouraged. Negative behavior that detracts from the positive experience athletics can provide is not acceptable.

Participants and spectators exhibiting disruptive and/or negative behavior may be removed from the premises by school personnel or police. Persons exhibiting repeated negative behavior may be restricted from further attendance at school events.

The Genesee Athletic Coach and Athletic Department reserve the right to review and/or monitor student-athletes' social networking sites and postings. Any violation of law or of MHSAA, Genesee School District policies or evidence of such violation in the athlete's online content is subject to investigation and sanction by the Genesee Athletic Department, the Genesee School Board, MHSAA and law enforcement agencies.

Student Athlete Commitment

It is important that you progressively mature and develop positive strength of character. You owe it to yourself to gain the greatest possible good from your high school athletic experiences within the guidelines of the team and the school. Your academic studies and your participation in other activities as well as in sports help prepare you for your life as an adult. You assume a leadership role when you are on an athletic team. The student body and citizens of our school district judge our school partially by your conduct, attitude and athletic ability, both on and off the competition venue. Because of this leadership role, you can contribute greatly to school spirit and community pride. You bear a heavy responsibility to your fellow team members and coaches. When you have lived up to all the training rules, when you have practiced to the best of your ability every day, when you have played with focus and intensity, you can increase your self-respect as a result of your contribution to the team.

Dual Participation Policy

An athlete may participate in more than one sport per season. The athlete must declare which one is his/her primary sport and which one is the secondary sport. The athlete will only be able to participate in the secondary sport when there is not a conflict with the primary sport. Potential conflicts will be resolved by the parties involved.

Parent Commitment Information contained in this document is presented to you as your son and/or daughter has indicated a desire to participate in interscholastic athletics. Your interest in this phase of school life is encouraged. It can be very difficult to be a parent of a student athlete. There may be times of frustration for both your child and you as a parent. Frustrations could be caused by a variety of reasons ranging from injury, coaching decisions or unmet expectations.

If you wish to speak with a coach about a concern, please use established lines of communication outlined in *Communication/Resolution of Conflict* of this document. By doing so, the likelihood of a resolution of concerns in a positive manner is enhanced. A student who elects to participate in athletics is voluntarily making a choice that requires self-discipline. Good conduct and training habits are necessary. Failure to comply with the expectations outline in the Student Success Guide and other related documents will result in progressive disciplinary procedures.

Genesee Coach Commitment

The Genesee Athletic Coach is responsible for the organization of his or her respective sport. It is in the Genesee Athletic Coach's hands that the Genesee Athlete is molded. This responsibility must not be taken lightly and because of this the Genesee Athletic Coach:

1. Should demonstrate knowledge in the medical, legal, sociological-psychological areas and in the theory and techniques of coaching his or her respective sport.
2. Shall display coaching organizational abilities throughout all practices and contests.
3. Shall understand and abide with rules and regulations as set forth by all governing agencies of the sport.
4. Shall lead, teach and coach by example is responsible for team discipline and control.
5. Shall strive to develop the Genesee Athlete in his or her charge to their highest capabilities by:
 - a. Striving for proper conditioning.
 - b. Striving for the prevention of and the care for injuries.
 - c. Encouraging the development of leadership in individuals while at the same time encouraging team performance.
6. Stressing the importance of academics and their relationship to athletics. Shall develop a positive rapport with team members, parents, and staff and provide open lines of communication with each.
7. Shall present and discuss this, the Genesee Athletic Code, at a meeting prior to the first practice of his or her respective sport and submit a signed acknowledgement for each Genesee Athlete to the Genesee Athletic Director before that athlete may participate in a practice or contest.
8. Shall present and discuss during this same meeting any specific training rules or conduct as they relate to the specific sport and his or her individual coaching theories and methods (it is suggested this be done in writing).
9. Shall adhere to and enforce the Genesee Athletic Code as well as any rules and guidelines which might be initiated for the Genesee Coaching Staff by the Genesee Athletic Director.
10. Shall be responsible for the proper care, distribution and recall of all equipment relating to his or her sport.

Injury Policy

Athletes who have sustained an injury must be released to return to competition or practice by their physician. An athlete who exhibits signs, symptoms or behaviors consistent with a concussion, shall be immediately removed from physical participation and shall not return to the activity until evaluated by a health care professional and receives written clearance.

COMMUNICATION & RESOLUTION OF CONFLICT

It is the goal of Genesee Schools to encourage and promote effective communication among all persons. Coaches are expected to hold pre-season meetings with players and parents to outline procedures and expectations for participating on the team. During activities such as athletics, there are times when emotions run high. It is essential that communication occurs at appropriate times and tone. The following expectations regarding communication will help enhance appropriate communication.

- A. It is essential that coaches know of significant events in the life of a student that may affect participation in practice, games and other activities. Parents are requested to communicate such situations to the coach.
- B. It is equally important that the coach keep parents informed of significant events that may happen within the activities of the program. If the student has experienced an especially frustrating situation or has a significant accomplishment, it is expected the coach will communicate with parents so that parents may have information and perspective.
- C. It is the expressed policy of Genesee Schools that coaches are not to be confronted in a negative manner by parents or players before, during or after a contest of practice. A 24 hour "cooling off" period must be granted before any complaints are initiated.
- D. Parents and players should use the following procedures if concerns arise regarding a possible coach/player/parent conflict.
 - a. The student and/or parent should contact the coach to discuss the situation. This meeting should be private, away from the practice/game site and should be conducted face to face.
 - b. If the student and/or parent do not feel satisfied, they should contact the Athletic Director
 - c. If there is not resolution to the concern of the player and/or parent after talking with the Athletic Director, the player and/or parent may request to meet with the Principal for further review.
 - d. At this point in the process, individuals who still believe their disputes are not resolved can submit a written narrative of their complaint to the school Superintendent. A copy of this will be given to all parties, who will be afforded the option of a written rebuttal. After the superintendent has reviewed the documents he can conduct a meeting in a final attempt to resolve the conflict.

AWARDS

The matter of who is eligible for awards shall be left to the discretion of the individual coaches. However, a written copy of the policy used by each coach will be passed out and explained to all team members at the beginning of each season.

When earned, the following awards may be given: JV Sport – JV Letter, Numerals, Pin ; Varsity Sport – Varsity Letter, Pin Bar

A plaque will be awarded to each senior athlete who has participated for more than one year in any particular sport.

Elmer E. Bobb Award

1. Two awards may be issued annually in the high school: One for the outstanding female and one for the outstanding male athlete.
2. Any high school student who participates in two varsity sports offered during the school year will be eligible and must be a senior in good standing with the athletic department.
3. Approximately two weeks before the awards ceremony, the Athletic Council will meet to decide the recipients of the award.
4. Any member of the Athletic Council may make nominations. The person making the nomination will orally present their reasons to the membership and discussion will be held. By an agreed upon process of elimination, the nominations will be reduced to three for each award.
5. Each member of the Athletic Council will have only one vote.

6. The following attributes, both on and off the field, shall be taken into consideration by the Athletic Council:
 - a. Athletic ability and performance: The athlete's natural talent to perform in sports, and how well he/she utilizes those talents.
 - b. Attitude: toward team members, coaching staff, school, and officials at games.
 - c. Leadership: Whether or not the athlete has provided a favorable image for others to follow.
 - d. Sportsmanship: How well the athlete demonstrates fair play.

Wolf Award

The award will be issued annually to any sophomore, junior, or senior athlete(s) who have met the following criteria during the three previous sports seasons:

1. The athlete completed two sports seasons.
2. The athlete was not ineligible to participate in athletics because of academic standing.
3. The athlete completed the previous school year in good standing with the Athletic Department.
4. The athlete was not formally disciplined by the Athletic Director or Athletic Council for conduct unbecoming of a Genesee Athlete.
5. The athlete maintained a minimum grade point average of 2.5, calculated by using all final grades for both semesters.
6. The winner(s) of the award will be recognized at the annual high school awards night.