

# **Marshall Opportunity High School**

**MOHS**

Student Handbook

2023-2024



## **Marshall Opportunity High School**

*An Educational Alternative*

“Engaging and challenging students for educational and career opportunities in the 21st century”

Marshall Public Schools is a partnership of school employees, parents, community members and students working together to develop life-long learners who have the knowledge, skills, abilities, and habits necessary to succeed in the larger world.

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Albion, Michigan 49224  
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Welcome to Marshall Opportunity High School. This program offers a small, caring, learning environment designed to meet each student’s individual needs. By enrolling in this program, you have taken the first step in working toward a high school diploma and post-secondary readiness. At MOHS you will find very dedicated staff that will help you achieve your goals, but your success will depend on your own commitment to attend school regularly and complete all academic work to your highest ability.

**PURPOSE**

Marshall Opportunity High School:

- Provide educational opportunity to students who may have had difficulty in traditional school settings or prefer a different environment
- Encourage students and parents to look at nontraditional education as a new opportunity
- Provide opportunities for students to grow academically, individually, and socially to become productive citizens in the community and the world.

**MISSION**

Students at Marshall Opportunity High School will receive a fresh start to their education. Students will be supported in a student-centered, caring, learning environment focused on their individual learning styles, needs, interests and career direction.

The staff, along with support from the community and Marshall Public Schools, will help students realize their potential by empowering them to take ownership of their educational success. Students will be supported through teamwork and respect. Students will graduate with the knowledge and skills to be successful, productive citizens.

**BELIEFS**

We believe that all students have the capacity to learn and will learn, regardless of their background, socio-economic status, race, or gender. The staff accepts the responsibility to teach and support all students and to empower them to achieve their educational potential.

**CENTRAL ADMINISTRATION**

Superintendent	Becky Jones
Assistant Superintendent	
Curriculum Director	Kelly Fitzpatrick

**MARSHALL OPPORTUNITY HIGH SCHOOL ADMINISTRATION**

Principal	Ben Wallace
Education Coordinator	Merrilyn McMiller

## **GENERAL INFORMATION**

This handbook contains Marshall Opportunity High School rules and regulations. Each student will receive a copy and is responsible for its entire contents. Failure to read this handbook is an unacceptable reason for not following the rules. If you have any questions, please discuss them with the Director, secretary, a teacher, parent, or counselor.

The building administration has been given the authority by the Superintendent and Board of Education to make decisions on all items not covered in the handbook and enforce appropriate consequences when deemed necessary by the building administration.

### **EQUALITY**

Applicants for admission and/or employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Marshall Public Schools are hereby notified that this admission or access to treatment or employment is in its programs and activities. Any person having inquiries concerning the Marshall Public Schools compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

[Kelly Fitzpatrick](#)  
Marshall Public Schools  
100 East Green Street,  
Marshall, MI 49068  
(269 781-1258)

Who has been designated by the Marshall Public Schools to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

### **RELEASING STUDENTS**

Students may only be released from school to those adults listed on the enrollment forms unless the school is notified by the parent allowing another adult to pick up a student.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

In compliance with the Family Educational Rights and Privacy Act, parents of students in the Marshall Public Schools are hereby notified of the following rights.

As a parent you may:

- Upon request, inspect and review your student's educational records
- Challenge any of said records.
- Obtain, at reasonable cost, copies of said records.

If you desire additional information, contact the Director's Office.

### **CONFIDENTIALITY**

Information shared within our program is treated with the deepest respect. However, at times it may be required to break confidence. These situations include, but are not limited to, being court ordered, cases involving suspected neglect and/or abuse, or when a student is a threat to harm self or others. Students are encouraged to share with their parents and guardian's topics of discussion.

## **PARENTAL RIGHTS**

It is assumed that both parents have the right to be involved in their child's education and to receive student and school-related information. If parents do not reside together, it is important that yearly enrollment information list both parents' addresses and phone numbers to ensure on-going communication regarding their child. It is the assumption of Marshall Public Schools that both parents have custody rights unless current written documentation that prohibits or restricts rights is given to the building administrator.

If you have a concern about a student's report of a classroom situation, please contact the teacher FIRST to clarify the question or concern. If you leave a message with the office secretaries, the teacher will contact you during his/her planning period, after school, or within 48 hours.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Marshall Public Schools recognizes the following:

Right – The most important right that students have is the right to a free public education.

Responsibility – Students have the responsibility to come to school regularly, to be on time and be prepared to learn.

Right – Students have the right to be safe at school.

Responsibility – Students have the responsibility not to act in a way, which threatens, scares, or injures others.

Right – Students have the right to a clean building.

Responsibility – Students have the responsibility not to litter or deface school property.

Right – Students have the right to get help from a counselor, teacher, or administrator.

Responsibility – Students have the responsibility to respect each other and staff members.

## **FREEDOM OF SPEECH AND ASSEMBLY**

Freedom of speech and assembly is a constitutional guarantee, but this guarantee must not infringe on the right and educational opportunity of others.

- Students are entitled to express verbally their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves.
- The use of obscenities or personal attacks is prohibited.
- All students meeting in school buildings or on school grounds may function only as part of the formal education process or as authorized by the principal.
- Students shall have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which are deemed inappropriate is prohibited.

## **FREEDOM TO PUBLISH**

Freedom to publish is guaranteed only when it is responsible and does not interfere with the rights of others.

- Students are entitled to express in writing their personal opinions. Such written opinion must be signed by the author. The distribution of such material may not interfere with or disrupt the educational process.
- Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility of the content of such publications.
- Libel, obscenity, and personal attacks are prohibited in all publications.
- The distribution of unlawful or unauthorized material by students in school buildings or on school grounds is prohibited.

## **STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES**

Faculty and staff at Marshall Opportunity High School receive administrative support in the matter of discipline whether in the classroom, around the neighborhood or at school activities. Teachers are expected to maintain good discipline and may use all reasonable methods to achieve it. Staff members have the responsibility of requiring proper conduct from all students during the school day or during school sponsored activities.

## **ADMISSION AND ENROLLMENT**

MOHS classes will begin at the beginning of the academic year in August and coincide with the academic calendar of Marshall Public Schools. It is advantageous to have students enrolled at this time. Students may, however, be accepted at the beginning of each quarter.

Students between the freshman year of high school and 19 years of age (by September 1<sup>st</sup> of the given school year) from Marshall or the surrounding communities may enroll in MOHS. Students may apply for admission if they, their counselors, and parents believe that MOHS would be the most appropriate school setting for them. Additionally, admission may be awarded at the discretion of the MOHS staff.

Applications for admission may be obtained from the office during regular business hours. Potential students will meet with an MOHS staff member for an intake interview. All immunization and health requirements must be completed before enrollment. Parent or guardian approval and signatures are required for all students unless the student has achieved adult status.

If space is limited in the Marshall Opportunity High School, priority will be given to full time students attending a full class load during the school day. A student, who has been previously dropped from the rolls, will only be readmitted with the approval of the MOHS staff/administration.

## **GRADUATION REQUIREMENTS**

Students must earn at least twenty (20) credits to receive a diploma and graduate from Marshall Opportunity High School. Eighteen (18) of those credits must be from the Michigan Merit Curriculum.

The following credits are required to be taken and passed by each student:

- Four (4) credits in language arts; English 9,10,11, & 12
- Four (4) credits in mathematics, to include Algebra I (or Algebra IA & IB), Geometry (or Informal Geometry), and Algebra II (or Algebra IIA and IIB). A mathematics course (or equivalent course) must be successfully completed during the final year of high school enrollment.
- Three (3) credits in science, to include Biology, Chemistry, and either Physics or Physical Science. A fourth (4<sup>th</sup>) year of science credit is encouraged, but not required for graduation.
- Three (3) and one-half(½) credits in social studies: These must include, one(1) credit of World History, one(1) credit of American History, one-half (½) credit of American Government and one-half(½) credit of Economics.
- One (1) credits in Physical Education: These must include one-half (½) credit of Health.
- One (1) credit in visual, performing, or applied arts.
- Two (2) credit of Foreign Language

Students who have met all of their course work for graduation requirements will also be required to complete a senior check-out sheet, FASFA, post-secondary application, return all books and material and senior check-out verification to receive their diploma.

## **CREDIT**

A total of twenty credits (18) credits must be earned to graduate from the Marshall Opportunity High School. One half credit may be earned for each high school course taken during the quarter and one (1) high school credit, per semester for each three (3) college credit hour class credit class taken during the semester.

In addition to the core academic classes offered at MOHS, students may take and receive credit for courses at the Calhoun Area Career Center (CACC); thru dual enrollment at KCC and other area colleges; early college; online and or work study.

Credit from previous high school experiences will be evaluated upon admission and enrollment.

### **ACADEMIC FEEDBACK AND PROGRESS**

Parent teacher conferences are always available upon request. Every student and parent will receive PowerSchool Parent Portal log in information so that they can monitor student's progress. Students will be consistently encouraged by staff to make up any failing grades or missed classes. Student lead conferences will be scheduled four (4) times during the school year (once each quarter).

#### **GRADE POINT AVERAGE VALUES**

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.67
C+	=	2.33	E	=	0.00

I = Incomplete

G = Credit (Pass/Fail grades)

H= No Credit (Pass/Fail grades)

### **CALHOUN AREA CAREER CENTER**

There is an opportunity for junior and senior students to attend the Calhoun Area Career Center. It is possible to leave high school with a salable skill that may lead to gainful employment. Students who are accepted for one of the programs attend Marshall Opportunity High School for the first half of the school day and the CACC for the second half of the school day. Students who apply to and are accepted to the CACC are expected to be committed to the course of study and the lack of such could hinder their ability to graduate and/or get credit.

Both one- and two-year programs are offered. Our staff will follow the progress of Marshall's students at the Career Center closely. Interested students should contact their counselor for more information.

### **WORK STUDY**

A work-based learning experience is coordinated by the school district through a contract (training agreement) with an employer providing an educational experience related to school instruction (training plan) involving supervised work (employer) and monitored by a certified instructor teacher employed by the district and must follow student EDP.

### **DUAL ENROLLMENT**

All MOHS students will have the option to participate in post-secondary training (college, trade school, etc.). Students will elect the 4- or 5-year program by the end of their sophomore year, depending on their career direction. Students choosing the 5<sup>th</sup> year will delay high school graduation, and will achieve a minimum of 15 college credits, but can complete over 60 college credits (an associate degree). High school courses (MMC and transitional courses or trade school certification) will aid students in preparing for post-secondary training and life in general.

### **COMMENCEMENT POLICY**

- Participation in commencement exercises is mandatory if the student has met all graduation requirements.
- Those participating in commencement exercises will be required to adhere to all rules and regulations pertaining thereto.
- Seniors participating in commencement will be required to adhere to all rules and regulations pertaining to appropriated dress, behavior and not to be under the influence of substances.

### **CREDIT TRANSFER PROCEDURE**

1. Credit will be accepted from either public schools or non-public schools of the State of Michigan who meet the Michigan Department of Education (MDE) requirements for reporting and appear on the MDE approved listing. Credits from out of state public or non-public schools will also be accepted if they appear on an approved state listing or national listing.
2. Students who have attended a non-public school that is not on the MDE list of approved schools and does not meet the MDE requirements for reporting, or students from out of state schools that do not meet the requirements previously stated in number one must test out of the highest level previously achieved. (Example: students who wish to register for an English 11 course must test out of English 10). This testing will also be used to determine the appropriate placement of the student. Students who fail the test will be placed in an appropriate course level and grade level as determined by the administration, and English instructor.

Letter grades will not be accepted for students who have attended a non-public school that is not on the MDE list of approved schools and does not meet the MDE requirements previously stated in number one. These students will receive Credit for all courses previously passed and No Credit for courses not passed. Credit/No Credit cannot be averaged into the student's GPA.

3. Students are encouraged to enroll at the beginning of a new semester. All attempts will be made to enroll students in the same or similar course offerings that they were enrolled in at their previous school. Grades will be accepted for students who have attended a non-public school that is on the MDE list of approved schools and meets the MDE requirements for reporting or students from out of state schools who meet the requirements previously stated in number one.
4. Students transferring into Marshall from a non-public school which is not on the MDE list of approved schools and does not meet the MDE requirement for reporting or students from out of the state schools who do not meet the requirements previously stated in number one must provide Marshall Schools with proof that they have been in attendance for not less than .5 credit per course completed. Verified attendance records of the students will be accepted as proof of meeting this requirement.

5. Credits from an online school will only be accepted if the online school is either on an approved state listing or national listing. A copy of the online school's curriculum, course offerings, course descriptions and grading requirements will also be required. Students who cannot provide the above will not have their credits accepted by Marshall Schools.
6. Credits from a home-schooling program will only be accepted if the home-schooling program is provided through an accredited institution. A copy of the home-schooling curriculum, course offerings, course descriptions, grading requirements and an official student transcript will also be required. Students who cannot provide the above will not have their credits accepted by Marshall Public Schools/MAHS. Students may utilize the testing out process as described in number two above.

## **ATTENDANCE**

**What to do if a student is/will be absent:** Call Marshall Opportunity main office, 517-629-9421, to document the reason for the absence. The main office phone is 517-629-9421 and is in operation 24 hours a day.

Students are limited to seven (7) absences each quarter. Please understand that there are no "excused absence", or "unexcused absence", all absences will be documented and counted the same. However, assignments and work completion are still expected. It is the student's responsibility to contact the teacher for missed work. All make-up work must be turned in within one week of the absence unless other arrangements have been made with the teacher.

In order to earn credit for a quarter, a student may not exceed seven (7) absences per class per quarter. If a student exceeds seven (7) absences during quarters 1, 2 and 3 they will receive an **N** in that course which indicates a student has not met the school's attendance expectations. An **N** reflects an academic grade of 59% due to lack of attendance. Students are afforded the opportunity to recover a grade of **N** with the student's earned grade. The policy and procedure is listed below:

### **Quarter's 1, 2 and 3**

**Grade Reduction:** A student with seven (7) or more absences in the quarter will receive an NC for a grade. As a result, the original graded earned (60% or higher) is replaced with a 59%. The comment of "Failure due to attendance" will be noted on the student's report card. Grades earned below 59% will not be replaced with an N but will be recorded according to what the student has earned.

**Grade Buyback:** A student who earns an N for the first quarter can earn their grade back if he/she meets the attendance expectations in the following quarter and has no discipline concerns. If the student meets the discipline and attendance expectations in the following quarter, his/her grade of NC (59%) will be **replaced by the student's original grade earned.**

If a student does not meet the attendance expectation in the second quarter, the grade of NC (59%) is not replaced.

If a student accumulates more than seven (7) absences during the fourth (4<sup>th</sup>) quarter, he/she may be dropped from the program for the remainder of the quarter and may re-enroll for the next school year.

Only special situations such as long-term illness, hospital stays, etc. will be considered for appeals. Exceptions under extenuating circumstances may be brought to the director and/or the advisory committee.



Student's attendance can be reviewed in Parent Portal. Absence Codes are:

- U = Unexcused absence
- A = Parent explained absence
- C = College Visit
- F = Family Emergency/Religious/Funeral
- H = Homebound/Hospital
- I = In School Suspension
- L= Legal/Court
- M = Medical/Dental/FMLA...doctor signed note
- R = School Related
- V = Vacation Day...must be approved two (2) weeks prior
- N= Nurse's Office

State law requires daily attendance of all students enrolled in Michigan Public Schools. Regular attendance at school is very important to each student's success; therefore, students must attend regularly scheduled classes unless officially excused. Students are required to participate in class and complete all assigned work. Class attendance is not only important for the learning process, but also helps students to develop habits of punctuality, dependability, and self-discipline. These are essential for a successful adult life. Students who are more than 10 minutes late to class will be marked absent for that class. Students under the age of 18 that do not adhere to the law will be referred to the Calhoun Intermediate School District attendance office. Students over the age of 18 may be dropped from the program.

**SKIPPING** – Skipping class will result in a referral. Students arriving more than 5 minutes late to class without an approved late pass will be considered skipping.

- 1st Referral- 1 day of ISS
- 2nd Referral 1 days of ISS
- 3rd Referral 3 days of ISS
- 4th Referral 5 days of ISS
- 5th Referral 7 days of ISS

**Tardiness:** Punctuality is part of attendance. Students are considered late if they arrive after class is scheduled to begin. Passing time between classes is 3 minutes. If a student is not in class when it has begun, they are considered tardy. If a student accumulates more than 3 tardies, it will count as an absence. Each subsequent tardy will also count as an absence. Students who arrive 5 minutes or more after class has begun will be marked absent and may have to make the time up before or after school or at another arranged time approved by the staff. A student who returns 5 or more minutes late from lunch may be asked to leave for the rest of the day and the student will be marked absent.

**Attendance letters** will be mailed quarterly for students with 3-5 absences in a class.

**Attendance concerns/referrals:** Upon receiving a referral from the teacher the student will meet with the MOHS Director to discuss attendance concerns and establish solutions. If a student continues to have

attendance issues, he/she may be placed on attendance probation and a parent/guardian meeting will be scheduled. If the student is under the age of 16 a referral will be made to the Calhoun IDS.

## **TO ENSURE A CLIMATE FOR LEARNING**

**PERSONAL APPEARANCE** – Students must be always neat and clean. Their dress and appearance must not present health and safety problems or cause disruption to the learning environment of the school (examples: No spaghetti straps, no mid drift shirts, no pajamas, and no undergarments are to be seen). Students’ dress that is determined to be disruptive or distracting is considered inappropriate; students will be asked to change or go home for the remainder of the day.

**DISPLAYS OF AFFECTION** – Student’s demonstrations of affection towards each other are personal and not meant for public display. This includes kissing, touching, petting, suggestively dancing or any other contact that may be considered sexual in nature during the school day or any school related function. Such behavior may result in suspension from school.

### **CELLULAR PHONES –**

1. Cell phones may be used on school grounds before school, during lunch, and after school.
2. Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.
3. During the instructional day, cell phones must remain out of sight and in silent mode.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.
5. Cell phones must be placed in lockers, backpacks, or another location away from students and their desks during tests and assessments.
6. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
7. Students may be subject to disciplinary action if their use of their cell phone disrupts the school’s educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
8. The school and its staff are not responsible for any damage to or theft of a student’s cell phone. Students must properly secure and take care of their own phones.
9. Students must read the cell phone policy and sign a copy that will be on file in the main office. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is on file.

If students violate the school’s cell phone policy, the following may occur:

- **First offense:** The student’s cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Second offense:** The student’s cell phone will be confiscated and held in the main office until the end of the school day. The student’s parents will be contacted and informed of the refusal

to follow the school's cell phone policy. Students may pick up their phones at the end of the school day.

- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will be prohibited from bringing their cell phone back on school grounds for two weeks.

Students refusing to give their device to the office will be considered insubordinate and may result in Out of School Suspension.

**FIRECRACKERS** – Firecrackers or smoke bombs are not to be possessed on school property or any school related activity. Students found possessing or using fireworks on school property will face suspension and referral to the local law enforcement.

**VISITORS** – Students will not be allowed to bring visitors to their classes unless approved by administration.

**DELIVERIES** – Flowers, balloons, etc. will not be delivered to students during the school day. They will be held in the office and may be picked up at the end of the school day.

**FOOD** – Food or drink may not be consumed in the classroom unless specifically approved in the teacher's classroom rules. Students are not allowed to order food for delivery (exp. Door Dash, Uber Eats, etc.) during school hours.

#### **COMPUTER INTERNET/WEBPAGE INFORMATION**

Permission for those students who wish to use the Marshall Public Schools/MOHS computer network to access the Internet must be approved by parents when completing the yearly registration forms online. A copy of the agreement is available for review online on registration page 15.

A Student Device Agreement will be issued to each student and must be signed by both student and parent. Only students who have completed registration forms and returned, signed Device Agreement Form on file will be allowed to use the Internet at school and receive a Chromebook and charger.

In addition, as the Marshall Public School's/MOHS's web page develops, staff members may desire to publish students' artwork or writing samples or to post photos showing groups of students involved in a class project or extra-curricular activity. To place a student's work or photo on the web page, a parent or guardian must sign the permissions on page 15 of the online enrollment forms.

#### **DIRECTORY INFORMATION**

Each fall the schools compile directory information on the students. This includes such things as name, age, grade, date of birth, place of birth and address. This information is used for such things as athletic eligibility, job application, and college entrance. All items to be used in the directory information are read at a public Board of Education meeting. The policy of the Board of Education as it relates to directory information on students is as follows: No employee of the school may furnish list of names and addresses of pupils to anyone other than school officials. The superintendent of schools may authorize the release of the list of names of the senior class to local schools and colleges, to military authorities, and other appropriate persons or agencies. If a parent objects to this information being listed, he/she can, upon written request, have such information withheld.

#### **USE OF THE OFFICE PHONE**

Students will not use the phones in the office unless it is an emergency and permission has been obtained.

### **INSURANCE**

Insurance against physical injury is available to students at cost. It is available in two (2) forms:

- Twenty-four (24) hour coverage.
- Coverage from the time students leaves for school until they return home in the afternoon.

This insurance is entirely voluntary and is offered only as a service to students. Students injured at school are not covered by insurance carried by the school.

### **MEDICINES AND PRESCRIBED DRUGS**

The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by school authorization it shall be issued only in compliance with the following conditions:

- Medication must be brought in by a parent/guardian in a clearly marked container prepared by a pharmacist, doctor, or pharmaceutical company. This includes all over the counter medicines.
- The Request for Administration of Medication form must be signed by the student's parent or guardian. Written instructions signed by the parent and the student's physician must be furnished and must include:
  1. The child's name
  2. The name of the medication
  3. The purpose of the medication
  4. The time to be administered
  5. The dosage
  6. The possible side effects
  7. The termination date for administering the medication
- The office of the principal or other designated school district employee will:
  1. Inform appropriate school personnel of the medication
  2. Keep a record of the administration of the medication
  3. Keep the medication in a locked cabinet
  4. Return unused medication to the parent/guardian only.
- The parent or guardian of the child assumes the responsibility to notify the building principal or his/her designated representative of any change in the child's health or change in the medication.
- A record shall be maintained which indicated the time/date of medication, the amount of medication given, and adult witness present. This form shall be signed by the adult in charge.

**INHALERS** In order for students to carry an inhaler on their person, written instructions must be presented to the office personnel from the students' physician. Staff members will be notified when students are carrying inhalers.

### **SUBSTITUTE TEACHERS**

The substitute teacher who is hired on a daily basis to replace an absent classroom teacher has the same responsibilities and authority as the regular classroom teacher.

### **REMAINING BEFORE OR AFTER SCHOOL**

Any teacher or school official has the right to detain a student after the regular school day or request that they arrive prior to the school day. Students failing to stay before or after school when directed to do so by the classroom teacher will face disciplinary action.

### **STUDENT LED PARENT TEACHER CONFERENCES**

Student led Parent/Teacher Conferences will be held four (4) times during the school year, one (1) per quarter.

### **WORK PERMITS**

Michigan law controls what type of work can be done by young people under eighteen (18) years of age. The type of work, the amount of weight that is allowed to be lifted, the number of hours worked per day and week, as well as the type of business establishment allowed for employment are all controlled. The school acts as an official agent in helping students obtain work permit. Students may get applications for work permits in the guidance office. Since the student and the prospective employer must fill out the forms, it is usually impossible for a student to complete the required work in one day. Proof of age will be required. If a student changes jobs, a new work permit listing the new employer must be obtained. The school has the right to revoke the work permit if it deems the student's schoolwork is being adversely affected or if it is apparent that the job has been misrepresented.

### **LEAVING THE BUILDING DURING THE SCHOOL DAY**

**With permission** from the parents or guardian and approval of the administration, all students leaving the building during the school day will sign out through the office. Leaving the building for any amount of time will result in a counted absence. That includes being snap-suspended for the day and/or leaving the building without permission.

**With-Out permission** - A Referral will be given for students who leave campus unauthorized.

- 1st Referral 3 days of ISS & loss of parking pass (If applicable) for one week
- 2nd Referral 5 days of ISS & loss of parking pass (If applicable) for the remainder of semester
- 3rd Referral 7 days of ISS & loss of parking pass (If applicable) for the remainder of the school year

### **STUDENT RESPONSIBILITIES**

Students are expected to know, understand, and follow the expectations and displays of P.R.I.D.E.

### **PARENTS/GUARDIANS RESPONSIBILITIES**

- The Michigan School Code states that it is the responsibility of parent/guardians to see that their children between the ages of six (6) and eighteen (18) are in regular attendance to school.
- Parent/Guardians are responsible to report attendance in the following way:

#### **Absence Reporting Procedure:**

Parents/Guardians may send a note to the attendance office or may call the attendance office to report an absence 24 hours a day at: 517-629-9421.

- It is the parent's/guardian's responsibility to make sure that the student is on time and present in school.

## **CHEATING/PLAGIARISM**

Cheating/Plagiarism in the learning environment means taking or helping someone to take unearned credit for schoolwork. Examples of cheating/plagiarism include but not limited to:

- Copying another student's answers or work.
- Allowing another student to copy answers or work.
- Using unauthorized notes on test and/or quizzes.
- Submitting work done by another as your own, which includes internet sources that are not properly cited.
- Doing assignments for someone else.
- Giving answers to someone else.
- Changing answers after test and/or quiz review.
- Gaining an unfair advantage by looking at another student's test/quiz or soliciting help during a test/quiz.

Cheating/Plagiarism is dishonest. Receiving credit dishonestly is unfair to the majority of students who earn their grades. Consequences for cheating/plagiarism on any work will be as follows:

- First occurrence in any class: Zero credit for the work, Director and parents notified.
- Second occurrence in any class: Zero credit for the work, Director and parents notified, three (3)-day suspension.
- Third occurrence in any class: Zero credit for the work, Director and parents notified, five (5)-day suspension.
- If the behavior continues, the student risks being dropped from the program.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement including Internet sources. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

## **CODE OF CONDUCT/STUDENT'S DISCIPLINE RULES EXPECTATIONS**

To ensure that MOHS is a place of caring, respect and trust which allows students to realize their potential and learn; students are expected to show courtesy, cooperation, and respect at all times. The staff will work closely and consistently with students to create a comfortable and supportive learning environment where students are empowered to participate in the development of guidelines for behavior. Disrespect and inappropriate language to staff, other students or other persons in our building is not permissible.

School officials/administrators may find it necessary to discipline students when their behavior interferes with school purposes or educational functions. In accordance with Board of Education policies, administrators and staff members may take the following actions:

Aiding, Assisting, withholding information from an investigation, and conspiring with individual who violate the Code of Conduct:

1<sup>st</sup> and each subsequent offense: Student will receive the same consequence warranted by the perpetrators' actions.

Removal from Class or Activity

1 class by teacher

2 or more classes must have administrative approval

#### Suspension from School

1 to 10 school days must have administrative approval

11 to 45 school days must have superintendent approval

46 to 180 school days must have board of education approval

#### Expulsion from School

Up to 180 school days must have board of education approval,  
with an opportunity to reapply for reinstatement

### **COOPERATING WITH LAW ENFORCEMENT OFFICIALS**

It shall be the policy of the Marshall School District that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the right of the students and parents.

There may be an officer on-site during different periods of the school day. This officer's duties will include:

- Checking for improperly parked cars, issuing citations (tickets), and authorizing removal of improperly parked cars at the owner's expense.
- Enforcement of handbook policies as they relate to student behavior on school property.
- Aiding the Director when asked in search and seizure activities of a student's person or personal property.

### **DUE PROCESS**

Procedural rules and regulations for the school community: The constitutional rights of individual assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures was developed with regard to the administration of discipline in the schools of Michigan.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- Every effort shall be made to resolve problems through effective utilization of school district resources in cooperation with the student and the parent or guardian.
- A student must be given an opportunity for a hearing with the appropriate school administrator if the student or parent/guardian indicates the desire for one. A hearing shall be held to allow the student and parent or guardian:

--- To contest the facts, which may lead to disciplinary action.

--- To contest the appropriateness of the sanction imposed by a discipline authority.

--- To allege prejudice or unfairness.

### **INSUBORDINATION**

Insubordination is defined as a student's failure to take direction from school personnel when they give instruction is reasonable and/or complies with school policy. See examples below.

- a. Failure of the student to report to the office immediately when asked to do so by school personnel.

- b. Failure of the student to accurately identify himself/herself when asked to do so by school personnel at school or at school-sponsored events.
- c. Failure of the student to accept comments and direction as set forth by board policy from any school employee. A student may question but will never resort to profanity to make a point.

Students who are insubordinate may face up to an out of school suspension.

### **LARCENY-THEFT**

A student, who steals from another person or from the school or who has stolen goods on his/her person, will be suspended and restitution must be made.

- First offense: 1-5 day suspension and restitution made by either returning stolen items/money or restitution equivalent to the value of the items stolen, possible police contact made.
- Second offense: 10 day suspension, recommendation to Board of Education for expulsion, police contact, and restitution made as stated above.

### **TOBACCO/VAPES E-CIGS USE**

The use of possession or tobacco products of paraphernalia such as lighters, matcher, vapes e-cigs etc. on school property or at school sponsored activities is prohibited by state law. Students violating this law will be dealt with according to the following policy:

- First occurrence: (3) days suspension for the student.
- Second occurrence: A five (5) day out-of-school suspension. All continued violations are covered under the Progressive Suspension Policy.
- If student is under the legal age for possession of tobacco products, local law enforcement will be notified.

### **SUBSTANCE ABUSE (Including Lookalikes)**

The use, under the influence, sale, or possession of alcohol/narcotics on or before the following school activities is prohibited:

1. School day in buildings
2. While on school grounds
3. During school sponsored activities

### **SUBSTANCE USE/POSSESSION (Including Lookalikes):**

1<sup>st</sup> Offense: Up to a 45-school day OSS suspension and possible 180 school day expulsion. If expelled, the student may reapply for reinstatement. Local Law Enforcement will be notified, and citation may be issued.

2<sup>nd</sup> Offense: A 45-day OSS will be given. Recommendation for up to a 180-school day expulsion. Police Department will be notified, and citation may be issued.

### **SUBSTANCE DISTRIBUTION AND/OR SELLING (Including Look alike):**

Students who distribute and/or sell any alcohol, drugs (prescription or non-prescription), or controlled substances during the time stated above will be subject to 45 school day OSS suspension and a recommendation for up to a 180-school day expulsion. If expelled, the student may reapply for reinstatement. Local Law Enforcement will be notified, and citation may be issued.



Look alike and uncontrolled substances, including non-alcoholic beer, possessed, used or sold on school property or at a school sponsored event are in violation of school policy. Over the counter remedies such as Nyquil must be delivered to the attendance office or to the school nurse accompanied by a note from the parent or guardian giving permission and directions to administer. Drug paraphernalia found in a student's possession (including locker) will be confiscated by a school official. Parents will be notified, and the items will be turned over to the police. The student may face suspension.

### **FALSE ALARMS**

Students who accidentally trip a fire alarm should report immediately to a teacher. Students found guilty of deliberately sending a false alarm are subject to arrest by the fire marshal plus a five (5) day suspension from school for the first occurrence. A second occurrence will result in a ten (10) day suspension and a recommendation to the Board of Education for expulsion of the student.

### **VANDALISM**

Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Any student found guilty of vandalizing school property, the property of any school employee, or the property of another student will result in the following punishment.

- First occurrence: Notification of police and parents or guardian via phone and in writing. Students suspended for five (5) days.
- Second occurrence: Notification of police and parent or guardian via phone and in writing. Student suspended for then (10) days pending board action on an expulsion recommendation.
- Restitution will be sought in all instances.

### **CRIMINAL ACTS**

The following activities are among those defined as criminal under the laws of the State of Michigan. Commission of these acts in relation to the school operation, as well as other acts listed under the Michigan Criminal Code; will result in immediate suspension.

- Arson – The intentional setting of fire.
- Assault – Physical threats of violence to persons.
- Explosives (Possession or use of) – Explosives are not permitted on school property or at school-sponsored events.
- Extortion, Blackmail or Coercion – Obtaining money or property by violence or threat of violence or causing someone to do something by force or threat of force.
- Felony – Possession of firearms on school property is prohibited. (Exception: carried by law enforcement officials.)
- Offensive weapons – Knives, martial arts paraphernalia, nun chucks, as determined by state law, are not allowed at school or at school-sponsored events.
- Larceny – Theft
- Malicious Mischief – Property damage.
- Robbery – Stealing from an individual by force or threat of force.
- Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs or-substances – The school official in charge will immediately remove from contact with other student anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian.

- Trespassing and/or loitering –This is defined as being present in an unauthorized place or refusing to leave when ordered to do so. Students will be subject to suspension and/or arrest.
- Unlawful Interference with School Authorities – Interfering with administrators, teacher, or other school employees by force or violence.

### **FIGHTING**

Fighting on school property or during a school-sponsored activity is prohibited. Fighting is defined as uninvited, unfriendly physical contact or verbal altercation.

- First occurrence: Students will be suspended from one (1) to five (5) days depending on the circumstances, severity of fight, involvement, and previously recorded handbook violations. Also, Local Law Enforcement may be notified.
- Second occurrence: The student shall be suspended for ten (10) days and recommendation will be sent to the Board of Education asking for the student’s expulsion from school.

### **ASSAULTS AGAINST STAFF AND STUDENTS**

- **PHYSICAL ASSAULTS:**

The Board shall permanently expel a student in grade six or above if the student commits a physical assault, as defined by MCL 380.1311a (12) (B), against a district employee or against a person engaged as a volunteer or contractor of the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

- **VERBAL ASSAULTS** (Written or Spoken):

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or even against a district employee or against a person engaged as a volunteer or a contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, “verbal assault” shall be defined as” ...any willful verbal/written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

- **VERBAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS:**

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against another student shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. The purpose of the policy, “verbal assault” shall be defined as” ...any willful verbal/written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.”

- **PHYSICAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS:**

The Board shall expel a student in grade six or above for up to 180 days if the student commits a physical assault, as defined by MCL 380:1310 (3) (B)1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

**Reinstatement** – The parent or legal guardian of a permanently expelled student or an emancipated permanently expelled student may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law.

Application to Student with Disabilities – This policy shall be applied in a manner consistent with the right secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation – The student handbook/code of conduct shall specify procedures for dealing with expulsions authorized by this policy. Regulations ensuring due process to all students before an expulsion is imposed shall be included therein as well.

The regulations shall include procedures for reporting violations of this policy to the Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies of County Community Health Agencies and specifics for the reinstatement of students.

## **SEXUAL HARASSMENT**

DEFINITION: *Sexual Harassment is making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment.*

Sexual Harassment may include but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Sexual harassment of students by other students or by employees of the Marshall School District is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide a stable learning environment.

Marshall Public Schools/MAHS will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, other adult employees of this district, and persons engaged as volunteers or contractors for the district be in keeping with respect for the individual student, be of a nature which does not make the student feel uncomfortable and be conducive to creating a stable learning environment.

If a student has concerns about the nature of any conduct or physical contact by an adult employee of this district or by another student, the student should immediately report this concern to the Director or another instructor, as well as discussing this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee.

The right to confidentiality, both of the complainant and of the accused will be respected consistent with the district's legal obligations and the necessity to investigate allegations of misconduct. It should be understood that the district is required by law to report suspected cases of child abuse to the Department of Social Services.

## **HARASSMENT AND/OR DISCRIMINATION**

Harassment and/or Discrimination Harassment/discrimination due to an individual's race, color, gender, sexual orientation, national origin, age, religion, marital status, political beliefs, gender or disability is prohibited on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students.

Harassment/discrimination in any form (including but not limited to threats, actual violence, creating a climate of hostility or intimidation, use of language, conduct, or use of symbols) commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual shall not be permitted and those who are found to be in violation of this policy will be subject to disciplinary action.

### **HARASSMENT/BULLYING**

We recognize that the causes of harassment/bullying are varied. Home and/or environment, individual temperament, and social context are factors that contribute to harassment/bullying. Harassment/bullying will not be tolerated.

"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 on the basis of age, race, religion, color, national origin, marital status, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

If a student feels that they are being subject to such behaviors, he/she should report directly to a staff member or director and an investigation into the situation will take place. Violation of this policy will result in disciplinary action up to and including expulsion from school.

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as 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. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.

## **WEAPONS (WEAPON FREE SCHOOL)**

### Possessing a Weapon (Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the district including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- weapons under the control of law enforcement personnel.
- items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

The penalty for possession and/or use of a weapon: up to 45 school days suspension and possible expulsion from school for a period of up to 180 school days. If expelled, the student may reapply for reinstatement.

### Possessing a Dangerous Weapon, Firearm, and/or Destructive Device

(Excerpts from Board Policy 5610.01)

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

1. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
2. the weapon was not knowingly possessed
3. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon
4. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police

The penalty for possession of a dangerous weapon: up to 45 school days suspension and expulsion from school for a period of up to 180 school days. If expelled, the student may reapply for reinstatement

### **LASERLIGHTS/PENS**

Any student found in possession or using a laser pen light or laser pointer will be in violation of the Marshall Public Schools/MAHS code of Conduct:

- First occurrence: laser pointer/pen will be confiscated; parent or guardian notified, and the student will be suspended in or out of school depending on the circumstances and previous recorded handbook violations.
- Second occurrence: laser pointer/pen will be confiscated and held until the end of the semester, parent or guardian notified and an automatic five (5) day suspension.
- Third occurrence: The student shall be suspended for ten (10) days, and a recommendation will be sent to the Board of Education for the student's expulsion from school. Laser pointer/pen will be confiscated and held, pending the Board Hearing.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers and desks and/or student automobiles under the circumstances outlined below and seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag,

athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspection of lockers and desk for any reason, at any time, without notice, without student consent and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition.

### **RESTORATIVE JUSTICE**

"In recognition of the negative impact on a student's education, we view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort; except where these disciplines are required by law (Policy 5610.01). We will utilize restorative practices in addition to, or as an alternative to, suspension or expulsion which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that are initiated by the victim, are approved by the victim's parent or legal guardian (or if the victim is at least fifteen 15, by the victim), are attended voluntarily by the victim and supporters of the victim and offender, and would provide an opportunity for the offender to accept personal responsibility for the harm caused to those affected and to participate in the setting of consequences to repair the harm. The selected consequences and time limits for their completion will be incorporated into an agreement signed by all conference participants."

**IN-SCHOOL SUSPENSION-** ISS is used as a consequence for behaviors that do not impact school safety. The ISS environment is a strict-quiet zone. Students are expected to be silent at minimum and are encouraged to be academically productive. *(If a student is suspended in-school for a day on which school has to be closed (e.g., snow day) the student's suspension carries over to the next day school is in session.)*

### **SUSPENSIONS**

Suspension is the exclusion of a student from a class or classes for a period of from one (1) to forty-five (45) days for a violation of the rules contained in this handbook. A school administrator will take action utilizing the Suspension Procedure.

#### **Grounds for Suspension**

The grounds for suspension may apply when a student is:

- On school grounds;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event.

School administrators are authorized by the Board of Education to suspend a student for committing a violation of the student handbook. However, suspensions and expulsions for longer than ten (10) student attendance days may be imposed only by action Superintendent and/or by the Board of Education.

A school administrator may suspend a student while charges and a recommendation for expulsion or longer suspensions are pending before the Board of Education unless otherwise limited by these procedures and/or requirements of law.

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the ability of other students to learn and will be subject absences for classes missed due to such removal.

- Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended until the passage of one (1) full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.
- Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes in the school building for the balance of that school day (unless the suspension is extended for a longer period of time by a building administrator).
- Any student suspended from the same class, subject, or activity for then accumulative or consecutive school days during the school year shall be given a formal procedural Board hearing for each additional suspension beyond the tenth day in accordance with due process requirement required by Board Policy for suspension of ten (10) days or more.

### **SUSPENSION PROCEDURES**

Suspension days and classroom dismissals will be counted as "non-chargeable" absences. An exception to this policy is the Calhoun Area Career Center. The CACC provides an extension to the MAHS curriculum. The policies established in the CACC handbook apply when a MAHS Student is in attendance at the CACC facility. Suspended students will be expected to make up all work missed. For make-up work procedures see item 6. The following procedural guidelines will govern the suspension process:

1. The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken.
2. The student will have the right to present the school administrator with any relevant information which will support the student's defense.
3. If the student is suspended by the school administrator, the administrator will:
  - As soon as possible the parents/guardians will be notified of the suspension, in writing and if possible, orally. The reasons for the suspension and the steps necessary to affect the student's return shall be given to the parents/guardians, student, and teachers.
  - Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parent or guardian is in disagreement with the disciplinary code, see the due process section of this handbook for the appeal process.
5. Homework will be provided, and credit will be given for all work if it is turned in within two (2) days of the student's return to class. Homework assignments may be obtained by calling the office. The teacher will be given twenty-four (24) hours to prepare the assignments after which a parent may pick up the assignments at the office between the hours of 7:30 a.m. and 3:00 p.m. When necessary, suspended students who have made prior arrangements may pick up their assignments.
6. Suspensions that are not of mandated length will be progressive per similar occurrence:
  - First occurrence: 3 days
  - Second occurrence: 5 days
  - Third occurrence: 10 days and up to 45 days with a possible recommendation for expulsion
7. Suspensions are accumulated on a per year basis.
8. Students on out-of-school suspension are ineligible to participate and attend extracurricular activities during suspension.
9. Suspensions interrupted by snow day, vacations, breaks in the calendar year, bereavement, etc. do not count as days served for suspension.



## **EXPULSIONS**

Expulsion – The exclusion of a student from classes for the balance of a semester, a school year, or permanently for violation of the rules contained in this handbook rests solely with the Board of Education. Recommendations for expulsion will follow the expulsion procedures.

### **Grounds for Suspension or Expulsion**

The grounds for suspension or expulsion may apply when a student is:

- On school grounds;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event.

## **EXPULSION PROCEDURES**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian. Included within the notice shall be a statement of the time and place for the hearing and that time shall be reasonable for all parties involved.
2. It is recommended that a parent or guardian be present for the expulsion hearing.
3. The student, parent or guardian may be represented by legal counsel.
4. The student shall be given an opportunity to present evidence. The student should be allowed to offer the testimony of other witnesses who may present evidence.
5. The student shall be allowed to observe all evidence produced. In addition, the student shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely on the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged it guilty of the conduct charges and its decision as to expulsion.
9. The findings of the hearing authority shall be put in writing and sent to the student and the student's parent/guardian.
10. The student and parent/guardian shall be made aware of their right to appeal the decision of the hearing to the appropriate appellate authority.
11. All correspondence regarding expulsion will be sent to the parent or guardian by certified mail.

## **SCHOOL BUS RULES AND REGULATIONS**

1. Marshall Public Schools in compliance with the Safety Rules will set bus stops and regulations established by the Michigan Department of Education and the Marshall Public Schools. The following general guidelines will be followed:
  - Bus stops generally will be established for students living in excess of one and one-half (1 ½) miles from their neighborhood school.
  - Walking distance to a bus stop shall be up to one (1) mile for high school and middle school students and one-half (1/2) mile for elementary students.
  - There will be no more than four (4) bus stops scheduled in anyone (1) mile and generally less than four (4).

- Kindergarten students who are eligible for bus services shall be picked up and dropped off at home when possible and legal.
2. Bus stops and routes are subject to change with conditions warrant.
  3. All bus passengers must abide by the rules, regulations and laws set forth by the State of Michigan and the Marshall Public Schools.
  4. The parents of legal guardian are responsible for getting the students to and from the bus stop in a safe manner and for their conduct while at the bus stop.
  5. School buses will not be scheduled to travel or stop on private roads.
  6. Marshall Public Schools do not have to furnish bus transportation to any student. It is a privilege to ride the school bus. Your children do not have to ride the bus on any given day (due to fog, snow, ice, etc.) but, if school is in session, it is up to the parent of guardian to get them to school.
  7. Pick up and drop off at a student's baby-sitter's house will only be made when the residence is on a regularly scheduled bus route and when possible, within the school's guidelines.
  8. Any vandalism to the bus such as cutting seats, etc. could result in criminal charges. Malicious destruction of seats will lead to an automatic suspension from riding the bus until such time as a Seventy-five dollar (\$75.00) fine is paid for the new seat cover.
  9. There is an automatic suspension from riding the bus for fighting, tobacco use (smoking, chewing, etc.), and the throwing of any item from inside the bus. The suspension will be up to five (5) days.
  10. Bus students are to be standing at their bus stop waiting for the bus if they are riding. Please allow five (5) minutes either way of your scheduled time for the bus to arrive.

The following are the rules and regulations for Marshall Public Schools:

- Students shall comply promptly with suggestions of bus drivers.
- When necessary, students will sit three (3) in a seat.
- Students shall wait until the bus has come to a complete stop before attempting to enter or leave the school bus.
- Students shall not board the bus until the driver is in the bus, and then shall enter in an orderly fashion. Students shall cross the road in front of the bus – never behind the bus.
- Students shall keep hands, arms, head, and feet inside the bus at all times.
- Students shall avoid loud, boisterous, or profane language and indecent conduct of any kind.
- Students shall not eat or drink on the bus. Glass items of any kind are prohibited.
- Students shall not be destructive.
- Students must stay in their seats.
- The bus driver is authorized to assign seats, and to change them at any given time.
- Student conduct shall be the same as it would be in a classroom.
- All rules applying to students while at school or a school-sponsored activity (i.e., use of tobacco, fighting, possession of weapons, damage of property, etc.) are in effect while on a school bus.
- Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the transportation office.
- Failure to obey and of the above regulations may result in suspension of the student's bus riding privileges.

### **FIRE, DISASTER, AND LOCKDOWN DRILLS**

State law requires that fire and disaster and lock down drills be held for your protection. Each classroom has a posted route to be followed for fire drills and information about the portion of the building to be use as a shelter area for disaster and lock down drills. Familiarize yourself with the routes and areas to be used by your

classrooms. It is imperative that there be silence during these drills so that any necessary changes in routing, building evacuation, or shelter areas can be clearly heard by the students and staff.

### **SEVERE WEATHER**

The following procedures will be implemented whenever the school receives notification from the sheriff's department of possible severe weather:

#### **TORNADO WATCH**

- Buildings are notified of possible storm.
- Parents or legal guardians may pick up their student or students if they so desire. The parent or guardian must notify the Director's office and meet their student or students there.

#### **TORNADO WARNING**

- Students will go immediately to their designated shelter area; Roll will be taken.
- Students will remain the shelter area until the warning ends.
- Parents or legal guardians may pick up students, but the students must be signed out before leaving the shelter area.

#### **TORNADO STRIKE/EXPLOSION/GAS**

- Students will assemble in undamaged areas or outside the building. Roll will be taken immediately.
- Responsible adults will keep a list of persons going into emergency vehicles.
- Parents or guardians may take students only after clearing with the person in charge.

### **RETURNING AFTER BEING REMOVED FROM THE ROLLS**

Any student dropped from the rolls, voluntarily or otherwise, who wishes to return, must do so under a behavioral contract and complete a probationary period. This period will end when the student completes an entire quarter without violating the terms of the contract. The student wishing to return must set up a meeting with the Director prior to the start of the new semester to outline the conditions of the behavioral contract.

### **RESOLVING PROBLEMS AT SCHOOL**

As in any family, place of employment or school situation, problems among members may arise. Many times, misunderstandings can be avoided by keeping communication open between staff and students. Every attempt will be made by staff to help students work out problems right away. This may be in the form of a one-on-one conversation with staff and/or facilitation of conversation between those involved in the disagreement. Students or parents who feel there may be a problem at school are encouraged to let the staff or administrator who may be involved know right away and every attempt will be made to resolve the issue. Making an appointment may be necessary in order to have sufficient time to discuss the issue. If the meeting or telephone conversation does not solve the issue, please contact the next level of administration:

Education Coordinator	Mrs. Merryln McMiller
Principal	Mr. Ben Wallace
Superintendent	Becky Jones

### **STUDENT ADVISORY COMMITTEE**

There will be a student advisory committee made up of elected advisors that will meet at least monthly with the staff. The student advisory committee will tackle student issues and represent the student body. These

students must have good attendance and be passing all classes. Further definition of the board's duties will be forthcoming.

### **LUNCH TIME-(may change):**

For the 11:50 - 12:20 lunch period, students may:

- Bring their lunch to school
- Purchase a lunch from Marshall Public Schools/MOHS

MOHS has a closed lunch policy. Students who leave **With-Out permission** will receive a referral

- ✓ 1st Referral 3 days of ISS & loss of parking pass (If applicable) for one week
- ✓ 2nd Referral 5 days of ISS & loss of parking pass (If applicable) for the remainder of semester
- ✓ 3rd Referral 7 days of ISS & loss of parking pass (If applicable) for the remainder of the school year

Students are representing themselves and MOHS when they leave campus for lunch. Students are encouraged to display positive behaviors at all times. Free and reduced lunch is available if the family qualifies.

### **TEXTBOOKS AND MATERIALS**

The MOHS will provide textbooks. Space in class will be provided for students wishing to store notebooks, etc. Most instructional material will be provided by Marshall Public Schools and MOHS. The students will be responsible for replacement costs if the texts are damaged and/or lost.

### **TRANSPORTATION**

Marshall Opportunity High School students enjoy the privileges and responsibilities of all Marshall Public School students regarding bus transportation to and from school arrangements for bus transportation may be made by calling the transportation office –Marshall Public Schools' Transportation Office at 269-781-1340.

Students driving to and from school must have appropriate driver's license and plate number on all vehicles to be driven to and from school.

Field trips will use Marshall Public School buses. Students are not permitted to self-transport to or from field trips.

### **RELEASE OF PERSONAL INFORMATION AND FAMILY EDUCATION RIGHTS (FERPA)**

Marshall Public Schools and MOHS will refuse release of students' names, addresses, and phone numbers to any agency, organization, or individual unless the students give prior permission, or such information is required by a court or designated agency. The exceptions to this are names in programs for plays, concerts, athletic events, newspaper releases, honor roll student announcements, graduating seniors, and students receiving special recognition for school related achievements. Student and or parents may sign a waiver denying such permission for such exceptions.

The Family Educational Rights and Privacy Act allow families to designate what personal information cannot be released by the school.

### **DISCLAIMER**

The guidelines and circumstances listed in this handbook serve as a guide to operation for the Marshall Opportunity High School. All Board of Education policies for Marshall Public Schools, as well as local, state, and

federal laws also apply. The advisory committee, in conjunction with the Student Advisory Committee, Staff and Administration, will continue to review and revise this document as appropriate and necessary.