

Douglas R. Welch High School

250 E Tuttle
Ionia, MI 48846

Phone: 616-527-3530

Fax: 616-775-5947

www.ioniaschools.org

Student Handbook 2024-2025

This handbook belongs to

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Welcome to the 2022-2023 school year. We have many new, exciting and challenging things planned for this year. We expect each student in our program to accept responsibility, as well as show respect for themselves and other students and staff in the program. Our staff is committed to assisting all students in reaching their goals. Best wishes for a successful school year.

This handbook will aid you in determining what is expected of you. Though it does not cover every possible circumstance, it will answer most questions you may have. Students following the guidelines set forth give themselves the greatest chance of success. Please keep in mind that in addition to the guidelines in this handbook, the rules and guidelines of Ionia High School are also followed in this program.

Ionia Public Schools Board of Education

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Ionia Public Schools Administration (527-9280)

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Director of Facilities, Grounds, and Transportation.....Mike Avery
Executive Director of Special Education Service..... James Nuse
Food Services Director (527-1731) Jack Nye
Principal of Ionia County Career Center (527-6540) Ted Paton

Douglas R. Welch High School (527-3530)

Jason Little, Principaljlittle@ioniaschools.org
Katherine Beebe, Secretary..... kbeebe@ioniaschools.org

Ionia Public Schools Board of Education

Our Board of Education is responsible for the formulation and adoption of policies consistent with the laws governing public education as set forth in the Michigan Constitution and other legislative acts. All meetings of the local board are open to the public. Generally, the board meets the third Monday of the month at 7:00 p.m. in MCC Room 304 of the Ionia Educational Center.

Ionia Public Schools District Mission Statement: A community dedicated to the pursuit of excellence.

Douglas R. Welch High School's Vision is to foster the cognitive, psychological, and social development of all our students in a safe and orderly environment through the delivery of the curriculum components and with the guidance of our entire staff.

Douglas R. Welch High School's Mission is to educate our students in a safe and supportive environment that fosters their growth as responsible adults.

Douglas R. Welch High School's Belief of our stakeholders (staff, parents, students and community) is that our staff, our parents and our students will work collaboratively to achieve a safe environment, and to provide affective and cognitive learning opportunities with support from stakeholders as measured by demonstrated student change from past challenges in traditional learning environments.

Douglas R. Welch High School

Home-School Compact for Parents, Students and Staff

STUDENT PLEDGE

1. I will limit my absences to no more than ten per marking period, arrive on time, and be ready to work in class.
2. I will complete classroom and homework assignments.
3. I will take responsibility for my actions and my education.
4. I will work cooperatively with my parents, teachers and other students.
5. I will know and follow the Douglas R. Welch High School Handbook and classroom rules.

PARENT/GUARDIAN PLEDGE

1. I will limit my students' absences to no more than ten per marking period. When my student is absent, I will contact the school by noon the day after the absence.
2. I will attend Parent/Teacher conferences and, if unable, will arrange to meet with staff at an alternate time.
3. I will encourage my student to turn in all work and will regularly monitor grades/attendance by using parent internet viewer and/or by checking with the school.
4. I will communicate the importance of education and will encourage my student to be responsible for his/her education.
5. I will model respect for the school staff, students, parents and our community.

SCHOOL/STAFF PLEDGE

1. We will provide a safe and supportive learning environment.
2. We will monitor student progress and construct achievement plans for students' support.
3. We will provide Parent/Teacher conferences when and as needed.
4. We will provide the best education possible in meeting the Michigan Merit Curriculum requirements.
5. We will respect students, their families and other staff, and their roles in our learning community.

Admission to Douglas R. Welch High School

Students from Ionia High School who need an alternative educational setting or students not attending school are eligible to enroll. Students may also be referred by the court system or IHS counselors and/or administrators. Students living in Ionia Public Schools District will have priority for enrollment.

Admission is based on the number of students currently enrolled at the beginning of each marking period. Except for returning students, all transfer students from IHS must make an initial application with the Assistant Principal. An open enrollment period will occur before the final two weeks of a previous marking period. With very few exceptions, students will not be allowed to enroll at Douglas R. Welch High School after the first week of a marking period.

Transfer students from other school districts may contact Welch High School at (616) 527-3530. Transfer students who are **enrolled and attending** another high school would be able to enter, as space permits, before the end of the first week of a marking period. **Transfer students will have their schedules matched as closely as possible to their previous schedule. Students will be scheduled into classes so as to meet graduation requirements.** Sometimes this means that the best option is online learning either at Douglas R. Welch High School or at the Ionia Public Schools Virtual High School.

During the summer months, students from outside of the district should contact central office at (616) 527-9280.

The following students may be eligible to be referred:

- Students who have fallen behind in achieving credits.
- Any 10th-12th graders under the age of 20 from IHS needing an alternative setting.
- Students transferring into the district from another alternative school.
- Any student from Ionia school district currently not attending school.

- Only under special circumstances, 9th graders may be considered. The principal will make the final determination as to whether a 9th grade student will be enrolled.

Each student is evaluated every marking period, and his/her progress in any of the below mentioned areas will be assessed. **The lack of academic progress or behavioral improvement may result in a change in the student’s program at any time based on the principal’s discretion.**

Students will be enrolled at Douglas R. Welch High School after reviewing the following data:

- **Academic**
- **Behavior**
- **Attendance**
- **In District Residency**

Should an expulsion occur, the student will need to formally apply for reinstatement at the Superintendent’s Office after the expulsion period has ended. If reinstated, a student may enter under an academic or behavioral contract.

Returning to Ionia High School

Students who display the skills necessary for a successful return to IHS will be provided transition opportunities at the end of each marking period. Classroom performance, attitude, behavior, and attendance are all factors that will be reviewed for each student requesting to return to the high school.

Credits toward graduation may be earned for all courses offered. Any deviation from written graduation requirements shall involve coordination of and crossover between disciplines as approved by the principal. Any changes will be planned jointly between the students, parent/guardian and counselor.

Welch High School 2025 GRADUATION REQUIREMENTS

(As outlined in the Michigan Merit Curriculum and IPS Board policies.)

<u>Course Name</u>	<u>Credits Required</u>
English (English 9, American Literature, World Literature, Senior Elective)	4.0
Mathematics (Algebra I, Geometry, Algebra II, Senior Elective)	4.0
Physical Education & Health	1.0
Science (Earth Science, Biology, Physics or Chemistry)	3.0
Social Studies (World History, US History, Economics, Government)	3.0
Visual, Performing and Applied Arts	1.0
<u>World Language</u>	<u>2.0</u>
Total Credits Required for Graduation	18.0

Graduation Notes:

1. Two courses in the same foreign language may be required for entrance into a college/university. Each student is responsible for checking entrance requirements to ensure proper preparation.
2. Core/Graduation requirements have been established by the State of Michigan. All students must complete the required core classes in order to graduate.
3. Students must make a good faith effort on State Standardized Testing to receive a diploma from Ionia Public Schools.

Any deviations must be approved by the Board of Education. Such deviations must best serve the physical or educational needs of the student. Commencement exercises will include only those students who have successfully completed requirements for graduation. A student may be denied participation in the graduation ceremony when personal conduct so warrants.

Commencement

To be eligible to participate in the Commencement Ceremony (graduation), all coursework – including any late or missing assignments or exams – must be finished and turned in by the end of the school day on the seniors’ last day of school. In addition, all EDGENUITY (E2020) courses must be complete. This includes the required Government meeting and summary paper.

The following criteria must be met to be eligible to participate in Commencement:

1. CAP (Core Academic Prep) coursework is required.
2. All coursework is completed by the student’s last day of school, and passing grades are received in those classes.
3. M-STEP test(s)
4. SAT test(s)
5. Cap and Gown fees paid.
6. All charges from Ionia Public Schools paid in full (book fines, library fines, lunch charges, etc.)

Ionia County Career Center (ICCC)

Welch High School students are eligible for enrollment at ICCC in their 11th and 12th grade years. Minimum Core Course credits must be met, and students will be placed after approval from the principal. In addition, if after accumulating enough credits to receive a WELCH HIGH SCHOOL diploma after the 1st marking period of their senior year, a student can elect to continue their program of study through the end of the school year.

Dual Enrollment

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.

2. Students can qualify for dual enrollment by taking one of the following assessments: EXPLORE, PLAN, PSAT, SAT, M-STEP, ACT or MME. Minimum qualifying scores must be achieved.

3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school’s regular academic year and must be enrolled in at least one high school class.

5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.

7. Students who elect to participate in dual enrollment must stay in the class(es) for the entire semester (not drop or withdraw) and must earn a passing grade. If either of these conditions is not met, the student will be responsible for the entire tuition amount paid by the district.

If you believe you are eligible for dual enrollment, contact the principal.

Academic Conduct

All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports, and documentation of sources is expected unless the teacher specifically states that it is not necessary. Academic integrity means representing oneself and one’s work honestly.

Misrepresentation is considered cheating as a student is claiming credit for another’s work or ideas and is trying to receive a grade not actually earned. The following are examples of academic dishonesty:

1. Cheating on tests:

- a. by using materials such as books and/or notes when not authorized by the teacher.
- b. by copying from someone else's paper.
- c. by helping someone copy work.

Students are well advised to avoid the appearance of cheating. Consequences will be the same for the student copying another student's work and for the student allowing his/her work to be copied.

2. Plagiarizing other's work (using someone else's work or ideas without giving the credit).
3. Possessing or altering teacher documents or materials such as tests, answer books, or computer files.

Academic dishonesty, whether in tests or daily work, needs no repetition to be considered a serious offense.

Repeating Courses

Students are allowed to repeat any failed course. The student will earn credit with a passing grade, which will be reflected in the transcript. The failing grade will be changed to an "R" (repeat) and have no GPA weight or credit earned for the course.

Testing Out of a Course

A student may attempt to test out of a course one time only per course. The date and time of the test will be coordinated by the teacher and student, but must be in the first week of the course. If a student wishes to test out, a textbook (if utilized) and a test review document outlining the topics of the exam will be provided by the course teacher. At no time should the student expect to be provided instruction. Students must earn a minimum of a C+ (77%) to be considered successful. A grade of "S" (satisfactory) will be reflected in the transcript, and appropriate credit will be awarded.

Edgenuity (E2020) Credit Recovery Classes

Edgenuity (E2020) is a computer-based, on-line learning system that provides students with another medium for achieving academic credit. It allows students to work at their own pace in completing required academic courses without sacrificing the rigor of a traditional classroom.

To receive credit for your Edgenuity (E2020) course, the following requirements must be met.

1. You must achieve a minimum score of 70%.
2. Notes are allowed on all quizzes and tests. Notes do not include copied and pasted quiz/test/exam questions or answers.

Academic Dishonesty in Edgenuity (E2020) Credit Recovery Classes

Most Douglas R. Welch High School students will take at least one online course before graduating. It is expected that students working on online courses (e2020 or any online course) will do so according to the rules and guidelines of the courseware. If students are discovered to be cheating on online courses, teachers and administrators have the right to reset the course to its beginning, thus terminating any progress made up to that point.

Examples of online academic dishonesty include the following:

- Searching for quiz/test/exam questions online
- Copying and pasting quiz/test/exam questions to a document and using that document on a quiz/test/exam
- Using any sort of online translator

The following progression will be followed for disciplining academic dishonesty:

- 1st Offense: verbal warning
- 2nd Offense: resetting of unit to its beginning
- 3rd Offense: resetting of entire online course
- 4th Offense: removal from online learning opportunities

In the case of a fourth offense in this category, students must submit a written request for reinstatement of online learning opportunities. *In no way is a written request a guarantee of reinstatement to online learning.* The written request for reinstatement of online learning opportunities will be reviewed by teachers and administrators of Douglas R. Welch High School.

Report Cards

Report Cards are mailed at the end of each marking period. Report cards or progress reports will be provided during Parent-Teacher Conferences. Parents are encouraged to utilize the “Parent Viewer” site to check students’ grades at any time. Passwords are available in the office upon request.

Parent/Teacher Conferences

Parents are encouraged to attend conferences regularly. We firmly believe that parents/guardians and school staff are partners in the business of education and we have found that parental involvement and awareness are key components to the success of our students.

Code of Conduct

All people in the school building or on school property are expected to respect the rights of others and to conduct themselves in an orderly fashion.

Any actions or behaviors that are disruptive to the school day or in any way threaten or harm the emotional or physical safety of another person and the security of our school will not be permitted. Such behaviors or actions include but are not limited to the following:

- The use of vulgar, offensive, or suggestive language or gestures.
- Displaying vulgar, offensive or suggestive writings or drawings on computers, books, notebooks, other personal belongings, or on their person.
- Defacing the property, building or contents of the building.
- Any action that disrupts activities or threatens the safety and security of anyone in the building or the property.

- Also any action or gesture that may be construed as a threat to any person.
- The possession of any weapon, the use of any item as a weapon, or any indication of the intent to use any item as a weapon. **If a weapon is brought onto school property, the student will be turned over to the proper authorities and may be expelled from Ionia Public Schools.**
- Public display of affection that would not be considered appropriate in school or in the work place.
- There is to be no loitering in restrooms, parking lots, entrances to the building or property adjoining the school campus. Suspended students are not to be on school property during the time of suspension and should, whenever possible, make arrangements for someone other than themselves to pick up makeup assignments.
- Douglas R. Welch High School has a zero tolerance for any gang related activity, graffiti, signs, symbols or mannerisms. Such behavior will result in a suspension and/or expulsion.

Anti-Bullying Policy

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, she/he should report it immediately to an administrator, teacher or counselor and allow the administration to determine the appropriate course of action.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted) that, without regard to its subject matter or motivation, is intended, or that a reasonable person would know is likely, to harm one or more students either directly or indirectly. Bullying can be physical, verbal, psychological or a combination of all three.

“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 on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event. It also includes conduct using a telecommunications owned or under the control of the district.

Making intentionally false reports about bullying/aggressive behavior is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

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.

Harassment Policy

It is violation of law and school rules for any student or staff member to harass, intimidate, or take any of the following actions toward another student, staff member, or other person associated with the Ionia School District while on District property or at any school related event.

Sexual Harassment

1. Verbal: Written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats.
2. Non-verbal: Bringing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and the like.
3. Physical Contact: Threatened, attempted, or unwanted bodily contact, including patting, pinching, or pushing the body.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

1. Verbal:

- a. Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
- b. Conducting a “campaign of silence” toward a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction with the person.

2. Non-Verbal: Bringing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures.

If one feels they are the victim of harassment or intimidation in the form of unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, that person should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

Police Involvement

School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police authorities are notified, parents or legal guardians will also be contacted. Any action taken by the police authorities will be in addition to action taken by the school.

Zero Tolerance Policy

The IPS school board has approved a “Zero Tolerance Policy” for the District. It prohibits any group’s activities anywhere on School District property that do not have administrative approval. This means that youth gang activity including the flashing of signs, special handshakes, dressing practices, intimidation, graffiti, violence, special gang lingo and other intentional displays of gang affiliation are forbidden. Indeed, zero tolerance will be given to this type of activity and will result in severe penalties.

DRESS CODE

The appearance of any young person is primarily the responsibility of that individual and his/her parent(s). We expect students to maintain the type of appearance that is not distracting to students or teachers or to the detriment of the educational process of the school during the day. The school reserves the right to amend the dress code at any time.

Students who are in violation of the dress code will be given the opportunity to change into their own appropriate clothes. Contact with home will be made and someone may bring appropriate clothes for the student.

Specific dress regulations include, but are not limited to, the following:

1. Shirts/tops that reveal bare midriffs are not allowed.
2. Clothing that is considered underwear may not be worn as outerwear.
3. Writing on clothing cannot be profane or sexually suggestive. Clothing cannot advertise alcoholic beverages, restaurants, bars or clubs that sell alcohol, tobacco products, or slogans related to illegal substances or substance abuse, or groups connected to gang activities.
4. No gang-related clothing or paraphernalia is acceptable.
5. Physically revealing or suggestive clothing is not allowed. This includes any article of clothing that reveals undergarments, short skirts, shorts and pants with holes.
6. No chains are allowed in school. Spiked wristbands, spiked neckwear, etc. are not allowed.
7. Sagging pants that reveal undergarments are not allowed.
8. Any clothing that may be distracting, disruptive, and/or threatening is not allowed.
9. Shoes are required at all times.
10. Hoods and hats must be removed when leaving the classroom.

ATTENDANCE POLICY

There is a positive correlation among attendance, academic success, and the acceptance of responsibility in preparation for adulthood. Many of the facts and information necessary to be successful in a class are obtained from class discussion, participation, and lecture.

Interaction between students and staff as well as involvement in the total school environment are essential components of the learning process

and are heavily dependent upon the students' presence in the classroom. Presence in the classroom instills self-discipline and engages students to group interaction with teachers and fellow students. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results and graded written work.

Habits associated with good attendance make students more employable after leaving high school. Therefore, the Board of Education affirms that attendance, class participation and the factors listed are proper educational values significantly bearing on students' academic achievement.

Because of this research, Douglas R. Welch High School has instated the following attendance guidelines:

1-4 absences in a semester: work with teachers to get missing work

5-9 absences in a semester: letter home to parents/guardians, home visit by the principal.

10-14 absences in a semester: letter home to parents/guardians AND a meeting with the principal and counselor at Douglas R. Welch High School. Additionally, an attendance contract will be drafted and signed.

15-20 absences in a semester: referral to Youth Service Bureau

More than 20 absences in a semester: referral to Ionia Public Schools Truancy Officer

The following guideline are for consecutive absences:

1-4 consecutive absences: work with teachers to get missing work

5-9 consecutive absences: home visit from the principal and counselor, parent meeting, and referral to Youth Service Bureau

10-14 consecutive absences: referral to the Ionia Public Schools Truancy Officer

15 consecutive absences may result in a change in the student's program (Dougal R. Welch, Ionia High School, or Ionia Virtual Career Center) based on the principal's discretion. Excused/Unexcused absences do not impact the consequences of chronic absenteeism.

Definition of Absence

A student is considered to be absent when he/she misses more than fifteen (15) minutes of any class.

Tardiness

Students not in their appropriate rooms when class begins are considered tardy. **Students who arrive late to school or to class must report to the office before going to class.** Tardies may be excused when the student was detained by a staff member, parent or bus delays.

Parental Contact Reporting an Absence

Because parental involvement is very important in helping students develop good attendance habits, only a parent or guardian can validate the reason for the absence. If your child will be absent or tardy, you must notify the school by calling (616) 527-3530. When no notification is received, the student will have an unexcused absence. Excused absence calls must be received in the school office by noon of the day following the absence.

Excused Absences

Excused Absences fall into one of the following classifications:

- Illness of the student
- Death in the immediate family
- Prearranged medical and dental appointment. Medical and dental appointments should not be scheduled during school hours, if possible.
- Required court appearance
- Religious observance
- Prearranged family-related activities.
- Absences which result from approved, school sponsored activities or conferences with counselors, administrators, or prearranged college visitations.
- Absences due to suspension (students are allowed to make up work during a suspension.)

Written documentation must be provided to the school office on the day the student returns if a student's absence is for a medical/dental appointment, court appearance, or attendance at a funeral.

Make-Up Work for Excused Absences

For all excused absences and suspensions, missed class work can be made up for full credit. It is the student's responsibility to contact the teacher the day he/she returns to arrange for work missed. The deadline for missing/late work is set at each teacher's discretion.

Absences Due to Maternity

Students who are pregnant must provide documentation from their doctor for absences due to pregnancy-related appointments. Mothers should return to school as directed by a physician. Documentation with the date of return to school from the physician will be brought to the school office. The student may request homebound services if directed by a physician by contacting the office. If homebound services are not required, the student is responsible for contacting the teachers to make arrangements for completion of homework assignments.

Release of Student During School Hours

If a student needs to leave during school hours, a note from a parent must be presented, a call from the parent must be received, or the parent of legal guardian must sign the student out in the office. In all cases, in order for students to be released during school hours, the person to whom the student is being released must come to the school office and sign the student out. Only those persons listed on a student's emergency contact list are approved for student release. **If a student leaves the school without permission from a guardian or without signing out in the office (regardless of age of student), his/her missed classes will be considered unexcused absences and the student will be disciplined. For each class a student "skips," an after-school detention will be assigned. If a student "skips" an entire day, 5 after-school detentions will be assigned. It is the responsibility of the student to arrange transportation home following after-school detentions.**

It is important that both staff and parents know where the student is during school hours.

Family Vacations

Family vacations taken while school is in session are discouraged. If such family vacation days are to be taken, this procedure should be followed:

1. Inform the school office of the absence(s) two weeks prior to the vacation.
2. Parent and/or student and classroom teacher(s) should talk and establish expectations for missed work.

Unexcused Absences

All absences are considered unexcused if a parent or guardian does not contact the office by phone or by providing a signed note.

Truancy

Students who are truant from class or who leave the school grounds without permission from the office (skipping) will be considered unexcused for the time missed and face administrative disciplinary action in accordance with the Student Discipline Code. **Parents and students are reminded that the District complies with the Michigan Compulsory Attendance Law.**

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Students should be familiar with the fire alarm procedures for each of their classes. Students will be directed out by their teachers from the building in an orderly fashion.

Tornado Drills/Alerts

A tornado drill or alert is indicated by an announcement over the intercom system. Staff members will direct students to safety areas until the drill is ended.

Code Red Drills

A "Code Red" may be called in a situation where the possibility of a compromised situation could affect the safety of students and staff. These instances include weapons threats and hostile visitors. Code Red drills are practiced twice in a school year.

PBIS Matrix

DRWHS Warrior Behavior Expectations

	Office	Grounds/Parking Lot	Commons/Hallway	Classroom	Bathroom	Computer Lab	Lunchroom
Safety	-Immediately report unsafe activities -Follow directions of teachers and staff -Let staff handle visitor entry	-Immediately report unsafe activities -Follow directions of teachers and staff -Obey all laws and handbook policies -Stay on school grounds	-Immediately report unsafe activities -Follow directions of teachers and staff -Let staff handle visitor entry -Stay in Welch High School areas	-Use supplies as instructed -Use supplies for intended purposes -Follow directions of teachers and staff -Immediately report unsafe activities	-Wash hands -Follow occupancy rules -Immediately report unsafe activities	-Immediately report unsafe activities -Practice cyber safety -Follow directions of teachers and staff	-Immediately report unsafe activities -Follow directions of teachers and staff
Tenacity	-Wait in line patiently -Go directly to your destination -Ask for help when needed	-Get in, get out, get to your destination	-Go directly to your destination	-Keep trying and ask for help when needed -Set goals and strive to reach them -Stay focused -Expect to be successful	-Get in, get out, get to your destination	-Keep trying and ask for help when needed -Set goals and strive to reach them -Use computer for academic purposes -Expect to be successful	-Clean up after yourself -Use time efficiently
Attitude	-Use positive tone, volume and language -Tell the truth about reason for visit -Wait your turn -Use manners	-Use positive tone, volume and language -Assist in maintaining grounds -Be respectful and courteous to students and their property	-Maintain personal space -Use positive tone, volume and language -Assist in maintaining facilities -Be respectful and courteous to students and their property	-Treat others with kindness and empathy -Use positive tone, volume and language -Maintain personal space	-Maintain personal space -Flush and clean up after yourself -Assist in maintaining facilities -Use positive tone, volume and language	-Use positive tone, volume and language -Treat others with kindness and empathy -Maintain personal space -Assist in maintaining facilities and computers	-Use positive tone, volume and language -Assist in maintaining grounds -Be respectful and courteous to students and their property
Responsibility	-Follow school cell phone policy -Use office phone during passing time -Make office visits during passing time/lunch	-Enter building on time with all materials and ready to learn	-Use your time efficiently -Keep your own locker clean and in good working order -Monitor volume near administrative offices and classrooms	-Be on time -Be prepared -Be engaged -Follow school cell phone policy	-Go directly to and from destination -Use restroom during non-instructional time -Report problems to teacher or staff	-Be on time with needed materials -Maintain academic integrity -Be engaged -Follow school cell phone and computer usage policy	-Wait your turn -Keep food and drink in assigned areas

Discipline Policy

Unacceptable behavior, both during school hours and when in transport to and from school, will result in loss of privileges, detention time or both. Continued unacceptable behavior may result in one or more days of out-of-school suspension.

If you receive an after school detention, your detention will be scheduled with your guardian. Detentions not served may lead to an out-of-school suspension. Parents are responsible for transportation if a student is serving an after school detention. **Detention time may be assigned by any adult staff members.**

You may be assigned a detention or suspension if any of the items of the **Code of Conduct** are violated. The following are additional reasons.

1. Verbal abuse to a staff member or student. Verbal abuse includes: swearing, arguing, disrespectful talk, threats, excessive complaining and excessive noise. Please be aware that verbal abuse may also be grounds for expulsion.
2. Theft of school or personal property. This includes anything you are seen taking or anything found on you which does not belong to you or something that you do not have permission to be your possession.
3. Vandalism of any kind. This includes: breaking, tearing, marking up or altering in any way any school property or personal property. For example: school vehicles, books and furniture, walls, windows, desks, and sports equipment. Vandalism may result in a police report and may be referred to the court system for punishment and restitution.
4. Students who are not productive during class time or who prevent others from being productive may receive a discipline referral or be asked to leave school. It is important that students pass classes since one of the primary goals is the completion of a high school diploma. Sleeping during class may constitute a warning by the teacher. **Students sent to the office for sleeping may be sent home for the day.**
5. Note writing/passing is unacceptable and may result in a detention.

*** Local law enforcement authorities may be called upon to assist in controlling certain situations.**

Suspension

A student can be suspended by the principal for up to ten (10) consecutive days. Contact will be made with the parent by phone call or notice will be sent home with the student.

A student on suspension is not allowed on any IPS campus at any time during the suspension. Snow days do NOT count in the total days suspended.

Students are allowed to make up any missing assignments for full credit. A parent or guardian should call the school to make arrangements to pick up assignments.

Expulsion Process

Expelled students are not allowed on school grounds or at any District sponsored activities.

For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspending or expelling a student:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
8. Whether a lesser intervention would properly address the violation or behavior

Closed Campus

Ionia Public Schools has a closed campus philosophy. All students are restricted to the building and/or certain designated campus areas during the school day, including the lunch hour. The following are rules regarding closed campus:

- Students who ride buses are considered to be on campus once they are dropped off at the Welch High school entrance.
- Students who walk, drive, or are driven to school are expected to remain on campus once they arrive. Exceptions to this will be granted only by the administration on an individually pre-approved basis with the parent's signature on file.
- During the school day, students are expected to remain in the Welch High School area once they arrive.
- During lunch periods, students are restricted to the cafeteria. All parking lots are off limits.
- Students cannot be excused for off campus lunch unless escorted by parent or guardian.
- Students cannot enter other onsite campuses (IHS or Heartlands) without the direct permission of a Welch staff member.

No student is allowed to leave school without signing out and obtaining permission from the office. Students may not leave campus for lunch unless they are escorted off campus by a parent/legal guardian. Students who leave school without permission or fail to sign out in the office will not be granted excused absences. Students violating the closed-campus restriction will be subject to disciplinary action.

Student Drivers

As a service to students, Ionia High School provides parking facilities for their convenience. The fact that the school makes parking available for students does not diminish the school's sole ownership, control, and authority over the parking facilities. The school reserves the right to search vehicles therein and their contents for the purpose of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous

materials including, but not limited to, controlled substances, alcohol, and weapons.

The use of the parking facilities is a privilege granted by the school. Students are presumed to know the content of their vehicles. Failure to comply with the conditions and rules may lead to revocation of the privilege of using school parking facilities and possibly other disciplinary action.

All student drivers are expected to know and comply with all conditions and rules regarding driving and parking of vehicles. Additionally, cars may be towed away at the owner's expense and law enforcement authorities notified. The following are rules regarding the parking facilities:

All vehicles must be registered each year at the Student Services Office

- All vehicles must be registered each year at the Welch High School Office
- All student vehicles must be parked in the student parking area at the west end of the school grounds. Cars are to be parked in a proper manner, taking up one space only, and not in driveways, sidewalks, or on the grass.
- No one is permitted to park in the circle drive in front of the school.
- Students are not to park at Rather Elementary School, in staff parking areas, in restricted areas, or on property adjoining the high school.
- All parking areas are off limits to students during the school day including lunch hour, except for those students whose class schedule otherwise dictates.
- Student drivers and their passengers are to immediately leave their vehicle once it is parked. Students are to operate cars in a safe and orderly manner and observe all parking and traffic regulations.
- IPS strongly recommends that all vehicles be locked during the school day and all valuables be kept at home. The school

assumes no responsibility for theft, breakage, or damage to any vehicle while on school property.

Bus Conduct

Ionia Public Schools operate school buses for the convenience of students living in areas surrounding the school and designated as transportation areas. The bus drivers are required to follow a strict schedule. The schedule may be disrupted by mechanical problems or bad weather conditions. **Remember, riding the bus is a privilege, not a right.**

Written conduct reports describing infractions will be completed by the bus driver. A copy will be given to the student to be taken home, signed and discussed by the parent/guardian. A signed copy must be returned to the driver the following day in order for the student to ride the bus. Immediate suspension from transportation services may occur when conduct so warrants. Appropriate bus conduct is as follows:

1. The student's conduct on the bus should be governed by common sense and good judgment. The driver is in complete control, has the same authority as a teacher in the classroom, and expects the cooperation of all students riding the bus.
2. For the sake of safety, bus riders must not ride with head, arms or hands out of the windows, nor move from seat to seat while the bus is in motion. Students must keep hands and feet to themselves at all times while on the bus. Upon approaching a railroad crossing, riders should remain quiet.
3. When leaving the bus, if a student must cross the road, she/he must cross in front of the bus on the driver's signal.
4. Bus riders should be on time at the appointed place as it is necessary that buses be kept on schedule.
5. Bus riders may only ride the bus assigned to them. Written permission from the building administrator is needed for a student to ride a different bus other than the one assigned and to exit the bus at any stop other than the regularly scheduled stop.
6. Students shall converse in normal tones. Profane language is prohibited.
7. Students may not transport animals on buses.

Failure to comply with the bus rules may result in loss of bus privileges; however, school attendance is still expected.

Suspension of bus privileges and/or disciplinary action including suspension or expulsion from school will result from the following infractions: (Length of suspension is discretionary, depending on severity of infraction).

- Fighting
- Use of tobacco or creating a fire hazard.
- Possession of alcohol or drugs
- Throwing hazardous objects in or from the bus
- Interference with the safe operation of the bus
- Flagrant insubordination/defiance
- Vandalism
- Loud, disruptive noises of any kind

Parents are expected to assume major responsibility to counsel their student as to acceptable behavior while riding the school bus. Please note: Students who leave school property after school dismissal will NOT be allowed to board the bus.

DRUG/ALCOHOL/TOBACCO USE

No Smoking Policy

Smoking is not allowed on school grounds, in cars in the parking lot, or within visual sight of the school building. P.A. 314 – Section 2

A person under 18 years of age shall not possess or smoke cigarettes, e-cigarettes or cigars, vapes or vaping paraphernalia, or possess or chew, suck or inhale chewing tobacco, tobacco snuff, or possess or use tobacco in any other form on a public highway, street, alley, park or lands used for public purposes, or in a public place of business or amusement. A person who violates this section is guilty of a misdemeanor, punishable by a fine of not more than \$50.00 for each offense. Pursuant to a probation order, the court may require a person who violates this section to participate in a health promotion and risk reduction program. Under

this section, the violator is responsible for the costs of participation in the program.

First Offense: 3 days out of school suspension

Second Offense: 5 days out of school suspension

Alcohol and Other Controlled or Non-Controlled Substances

No student shall possess, be under the influence of, use, attempt to deliver, sell, or advertise a controlled substance that the student represents to be a controlled substance by appearance or effect. Students are not to use, possess, or sell any controlled substance, alcoholic beverage, or non-controlled substance on school property, buildings, grounds, athletic fields, buses, or at any home or away school related activities.

Students who use, possess, sell or are under the influence of illegal drugs and/or alcohol while at school or at school functions will have two options after the first offense:

First Offense

1. Suspended until an appointment with a substance abuse program or a counselor is made and kept. We will work with all counseling recommendations. Documentation of all appointments must be turned in to the office BEFORE the student may return to school.
2. Leave the program

Second Offense

A second offense at any time during a student's enrollment in Ionia Public Schools will result in long-term suspension and possibly expulsion.

Substance Abuse Policy

In an effort to address the problem of substance abuse and to reinforce the school's position, the following interpretation will be used when applying the district's code of school conduct as it relates to alcohol and drugs.

Controlled Substances

1. Alcoholic beverages (beer, wine, wine coolers, malt liquor, bottle liquor, pre-mixed drinks and other similar beverages.
2. Marijuana, hashish or any other similar cannabis derivative.
3. Amphetamines (speed, cocaine, etc.)
4. Phencyclidines (PCP, angel dust)
5. All hallucinatory chemicals
6. Barbiturates
7. Opiates
8. Other mood altering chemicals which can hinder the student's ability to learn and participate and which could cause damage to the student's health.
9. Malt beverages labeled as "non-alcoholic".
10. Prescription drugs shall be kept and dispensed from the school office, in the presence of two school employees. A written prescription as well as parental-signed permission slip shall be kept in the school office for students that self-medicate.
11. Over the counter drugs and medications being transferred from one person to another is forbidden.
12. Defensive sprays-are not allowed on campus and will be considered a safety violation.

Non-Controlled Substance

A non-controlled substance or imitation controlled substance that is not a controlled substance but by appearance (including color, shape, smell, taste, size or markings) and/or by representations made will lead a reasonable person to believe that the substance is a controlled substance or which by representation made would allow the recipient to display, sell, distribute or use the substance as a controlled substance.

The following factors which will be assessed in determining whether or not a student has "represented" a substance to be an imitation controlled or non-controlled substance.

1. Any expression or implied representation or statement that the nature of the substance or its use or effect is similar to that of a controlled substance.

2. Any expression or implied representation or statement that the substance may be resold for an amount considerably in excess of the reasonable value of the composite ingredients and the cost of processing.
3. Any expressed or implied representation or statement made that the substance is a controlled substance. The substance's package, label or name is substantially similar to that of a controlled substance.
4. The proximity of the substance to a controlled substance.
5. That the physical appearance of the substance is substantially similar to a controlled substance including the smell, size, shape, taste, markings or color of the substance.

Medication

Any student who is required to take medication during the regular school hours will comply with school regulations. "Medication" includes all medications prescribed by a physician and any non-prescribed (over the counter) drugs. School regulations are as follows:

1. Written prescription from the student's doctor must be on file in the office.
2. Written authorization from the student's parents or guardian must be on file in the office.
3. Medication must be in its original container, labeled with the date, if a prescription, the student's name, and the exact dosage to be administered.
4. All medication must be brought to the school by the parent or guardian.
5. School personnel will not administer any medication where the administration of the medication requires special knowledge or training, such as the injection of medication, unless that person has the required knowledge or training. The administrator retains the right to refuse to administer such medication, if he/she believes that he/she does not possess the necessary training to comply with the administering of that medication.
6. Parents should pick up all medication at the end of the school year. Medications not returned to parents will be disposed of by the school.

7. Nonprescription or over-the-counter drugs such as aspirin, ointments, cold tablets, etc., will not be given without complying with the preceding regulations.
8. Medications will be stored in a secure location where adults are present throughout the school day. Students will not be allowed access to this medication. When adults are not present, the medication will be kept locked in the safe.
9. Students will be allowed to self-administer with written permission from the physician and the parent.

Immunizations

Immunization information and up-to-date immunization procedures are required by Ionia Public Schools in order for the student to be admitted and attend school. A student enrolling for the first time shall submit one of the following:

1. A statement signed by a physician showing the student has been tested for and immunized or protected against diseases specified by the Director of Community Health.
2. A statement signed by a parent or guardian stating that the student has not been immunized because of religious convictions or other objection to immunization.
3. A statement signed by a physician that certifies the child is in the process of complying with all immunization requirements.

Ionia County Health Department Clinics

175 East Adams Street, Ionia
616-527-5341

Communicable Disease

COMMUNICABLE DISEASE (Per guidelines from Michigan Department of Health and Human Services)

Disease

Impetigo

May return to school

Under treatment for 24 hours and lesions are healing.

Measles

Will need medical clearance

Meningitis (Viral/Bacterial)	Will need medical clearance
Mononucleosis	Exclude until able to tolerate activity; exclude from contact sports until recovered
MRSA (staph infection)	Wound needs to be covered and without drainage. Exclude from contact sports until medically cleared.
Pink eye	Bacterial: After 24 hours of treatment
Ringworm	After 24 hours of treatment
Scabies	Until treatment is completed.
Strep throat/Scarlet fever	After 24 hours of antimicrobial therapy

**STUDENT NETWORK AND INTERNET
ACCEPTABLE USE AND SAFETY**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return [the agreement] form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter Internet access to visual

displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access in information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, that any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Ionia Public Schools Bylaws & Policies #7540.03 – STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY is provided in full at Welch High School before students/parents/guardians are asked to sign the STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT. It is also available on the IPS website (www.dawggle.net) under DISTRICT INFORMATION: Board of Education: Board Policies: Bylaws & Policies.*

Legal Guardianship

Should a student live in the Ionia Public School district with a relative other than his/her parent, a legal guardianship must be obtained.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school, in writing, any limitation of the non-custodial parent. Absent such notice, the school shall presume that the student may be released to the care of either parent.

Student Pictures

All students are required to have their picture taken for the purpose of a student ID card and for input into the Student Record. Student pictures and identifying names will be printed in the school yearbook, and may be used in the school newsletter or local media.

Food and Drink

Pop machines are located in the building and are for the students' use and enjoyment. Please be aware of the following guidelines for the use of pop machines and the drinking of pop.

1. Glass bottles are not to be brought into the building due to safety concerns.
2. **All drinks (such as soda, coffee, juice, water) must be in screw-cap or snap-cap containers.** Drinks and snacks may be allowed in the classroom only with permission from the teacher. Water is allowed at any time.
3. Please limit food items to snacks. Meals should be eaten in the cafeteria.

Privileges may be revoked at any time.

Prohibited Articles

Problems may arise because students bring articles to school that are hazardous to the safety of others or interfere in some way with school procedure. Prohibited articles include but are not limited to: toy guns, squirt guns, laser pointers, water balloons and other toys. Cell phones and I-pods may be allowed at the discretion of staff members. If any prohibited item is brought to school, they will be confiscated and turned into the office. Parents/guardians are responsible to retrieve them from the office. Refusal to comply with the confiscation will result in further consequences.

The school will not be responsible for the loss or theft of such items if brought to school.

Cell Phones

Cell phones may be used between classes and during the lunch break. Using cell phones during class time is only permitted if they are being used for class assignments under the teacher's discretion. Any other use of the cell phone during class time is not permitted without teacher permission. If a student needs to use a cell phone to contact a parent, he/she may do so in the office with the permission of a staff member.

Students are prohibited from using any wireless device to capture, record, or transmit the words and/or images of any student, staff member or other person in the school. Doing so is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students are also prohibited from posting to Social Media Websites (such as Facebook) during School hours.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures/videos, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved student, but can lead to unwanted exposure of the message and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to disciplinary action.

These offenses are for the whole school year. They do not reset at the semester.

Cell Phone Violations

1st Offense: office for remainder of day.

2nd Offense: office for remainder of day.

3rd Offense: office for remainder of day and must be picked up by parent/guardian.

4th Offense: Office for remainder of day and picked up by parent/guardian. Phone must be checked in to the office each day before school for the remainder of the semester.

If the usage of a cell phone results in bullying, intimidation, or otherwise disruptive behavior, all cell phone rights of students involved will be

revoked for the remainder of the semester. The cell phones of these students must be turned off, and then turned in at the main office.

Telephone Use

The use of the office telephone is not granted except in emergency cases and for school business. Necessary messages will be taken at the office and delivered at the close of class periods. No student will be called from class to answer a telephone call, unless circumstances warrant.

Field Trips

The Code of Conduct and the Dress Code for students on field trips are no different than for students in school. When on field trips, students should remember they are guests, and they are expected to treat chaperones and hosts with appropriate respect and courtesy. Any student with unacceptable behavior on a field trip (or any other off-campus activity) may be denied further participation in such activities. All students on field trips need a written parental permission slip on file.

Damage Charges for Books and School property

Students should not mark on school books, furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. Anyone who willfully destroys school property through vandalism, arson or larceny or who creates a hazard to the safety of our students or staff will be subject to disciplinary consequences and will be referred to the proper law enforcement agency. Fines are assessed if textbooks or other materials are damaged or lost. If a textbook is lost or damaged, **the student will be charged for a replacement, used textbook.**

Lockers

As a service to our students, lockers are provided for the convenience of students and the security of student's personal property. The school retains sole ownership, control and authority over the locker facilities and the school reserves the right to examine lockers and their contents for the purpose of assuring compliance with school rules for eliminating fires or other hazards, maintaining sanitary conditions, attempting to locate

lost or stolen articles, and locating prohibited or dangerous materials including, but not limited to, weapons, alcohol and controlled substances. The school will turn over to police any evidence of criminal activity.

The use of locker space is a privilege granted by the school. All students are expected to know and comply with all conditions and rules regarding locker use. Students have no expectation of privacy in lockers or contents in lockers or contents.

The following rules pertain to lockers:

1. Locker assignments are made by school staff.
2. Students are responsible for all materials kept in their lockers. Do not leave money or other valuables in your locker or do so at your own risk. The school will not be responsible for these items.
3. Students are not to write in or on any lockers.
4. Students may not use tape in their lockers.
5. Tobacco products, alcoholic beverages, illegal drugs, weapons, or anything that might constitute a violation of law may not be placed in lockers.
6. If school officials have reason to believe that a violation of this condition has occurred, they may search the lockers at any time.
7. School furnished locks are the only locks allowed.
8. Douglas R. Welch High School is not responsible for stolen items if a locker is left unlocked.
9. All lockers must be cleaned out at the end of the school year. The school will not be responsible for items left in lockers at the end of the year.
10. Students are responsible for any damage done to the assigned locker.

Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student cars, desks, backpacks and purses under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student

lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and possessions. 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 for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

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 and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. The search must also be reasonable in scope. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Dogs for detecting drugs may be used occasionally.

Search of the student's person or possessions will be limited to the situation where there is reasonable suspicion that search of the student will reveal evidence that the student has violated or is violating the law and/or school rules, that a student is in possession of evidence of an illegal act, or a school violation.

When it is practical, the student shall be present when a search of his/her possessions (including automobiles) is conducted. Items confiscated during an inspection, investigation, or search will be held by school administration pending further investigation, or disciplinary action.

The search must be reasonable in scope to the objectives of the search, not excessively intrusive in light of age/sex of pupil and nature of the infraction.

Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation and/or disciplinary

action. Contraband or unlawful items, the possession of which violates the Guideline for Student Behavior, School District Policy, State Laws, and/or Federal Law, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials or, if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action will be disposed of by the school.

School Lunch

For students enrolled at Douglas R. Welch High School, lunchtime is part of the school day. Lunches are provided by the food service department of Ionia Public Schools. Breakfast is available daily at 7:15 AM.

Visitors

All visitors must sign in at the office. Friends should not be visiting during school hours and may be asked to leave while school is in session.

Inclement Weather Policy

During Inclement weather, you may find information about school closings or delays on the following, TV channels, radio stations and IPS website.

TV Channels: 4, 6, 8, 13, 17

Radio stations: WION 1430 AM and 92.7 FM

IPS Website: **www.ioniaschools.org**

You may also choose to sign up for e-Notify services to receive text and/or email messages regarding school closings and other news items.

The Ionia Public School District makes decisions to close or delay the opening of school due to inclement weather according to the following procedure:

(Parents always have the right to make the final decision if they feel it is not safe to send their children during inclement weather. With a signed note from the parent or guardian, the student's absence will be excused.)

1. Ionia Public Schools will close or delay the opening of school when weather conditions do not allow students to arrive at school in a safe manner.
2. A decision to close or delay school is based on the most current information available to the school district at the time of the decision. The district monitors reports from area police, road commissions and the National Weather Service.
3. The decision to close or delay school will be done on a daily basis.
4. If an emergency situation warrants the early dismissal of the students, the stations listed will be notified.
5. It is important that the telephone lines to the schools, transportation and the administrative offices remain open to receive the latest weather and road information. Please do not call the school offices; all information will be announced on the listed radio and television stations and websites.

When Ionia Public Schools close, Douglas R. Welch High School is also closed.

Be informed about School Safety Laws

Through the efforts of the State's Safety Task Force, three important and far reaching school safety bills were signed into law in 1999:

PA104 Michigan Law requires the permanent expulsion of students in grades 6 and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades 6 or above for verbal threats, bomb threats, or similar threats.

PA103 Michigan Law allows a teacher to suspend any age student from his/her class, subject or activity for up to 1 day if the teacher "has good reason to believe" the pupils conduct would merit suspension under the local board student code of conduct.

PA102 Michigan Law requires school districts to expel a student in grade 6 or above for up to 180 days for student-on-student assault. Assault is defined as "intentional, unauthorized physical contact or threatening

words with another person, which causes physical injury or reasonably be expected to cause physical injury".

Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- Parents and Eligible Students have the right to inspect and review the student's educational records within 45 days that the district receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and where the records may be inspected.