Williamston High School

Student Handbook
2025-2026

Revised June 2025

Table of Contents

TOPIC	PAGE
Table of Contents	2
Letter of Welcome	7
Mission Statement of Williamston Community Schools	8
Mission Statement of Williamston High School	8
Learner Outcomes of Significance	8
Williamston High School Administration	9
Williamston High School Office Staff	9
Williamston Community Schools Board of Education	9
Williamston Community Schools Central Administration	9
Williamston High School Beliefs	9
Office Hours	10
Contact Information	10
Important Phone Numbers	10
Non-Discrimination Policy	11
Title IX Policy	11
Homeless Students Due Process and Procedural Safeguards	11
ACADEMIC INFORMATION	12
Advanced Placement Testing for College Credit	12
College Admissions Tests and Pre-College Tests	12
PLAN, PSAT/NMSQT, ACT, SAT	12
Credit Recovery	12
Dual & Concurrent Enrollment	12
Early College	13
Early Graduation	14
Final Exam Policy	14
Grade Appeal Process	14
Grade Classification	14
Total Number of Credits Required	15
Grade Reporting	15
Grading System	15
Credit/No Credit (Cr or NCr) Grading Policy	16
Incomplete Grading Policy	16
Extra Credit	16
Grade Categories and Weights	16
Retake Policy - Summative Assessments	17
Zeros Policy	17
Non-Achievement Rubric	18
Middle School Students Taking Courses for High School Credit	18
Graduation Alliance/American Academy	18
Graduation Requirements	19
Certificate of Completion	19
Course Credit	20

Credits from a Home-Based Program 20
Verification of Graduates 20
Independent Study Policies and Guidelines 20
General 21
Student 21
Faculty 21
National Honor Society 22
Selection Procedures 22
Dismissal Procedures 23
New Student Enrollment Credit/Audit Policy 23
Online Learning Michigan Virtual 24
Out-of-School Learning Opportunities 24
Personal Curriculum 25
Personal Curriculum Process 25
Requests 25
Eligible Requests 26
Other Considerations 26
Reduced Schedule Study Hour 26
Retaking Courses 27
Scheduling 27
Minimum Class Load 27
Schedule Changes and Adjustments 27
Drops and Adds in the Summer 27
Drops and Adds after the School Year has Begun 28
Procedure for Second Semester Course Changes 28
Senior Schedules - Part Time 2nd Semester 28
Special Education and Section 504 Due Process and Procedural Safeguards 29
Student Services Office 29
Summer School 29
Testing Out of High School Classes 30
Testing Out Deadlines 30
Procedures on the Day of Testing Out 30
Transfer Students 31
Withdrawals 31

ATTENDANCE POLICY 31
Attendance Procedures and Expectations 32
When Leaving a Message 32
Late Arrival/Sign-In Procedures 32
Early Dismissal/Sign-Out Procedures 32
Automated Attendance Caller 33
Perfect Attendance 33
Poor Attendance 33
Conversion of a Grade to Credit/F Based on Excessive Absences 33
Classification of Absences 33
Excused Absences 33
Unexcused Absences 34

Responsibility for School Work 34
Excused & School Related Absences 34
Unexcused Absence 34
School-Imposed Suspension 34
Pre-Arranged Absences, Personal Convenience Absences, Trips/Vacations 35
Homebound Services 35
Students with Disabilities 35
Tardy Policy 35

STUDENT CONDUCT AND CITIZENSHIP 36
Acceptable Use Policy (AUP) for Internet/Intranet Systems 36
Disciplinary Action 37
Artificial Intelligence (AI) 38
Bus Transportation 38
Rules and Regulations for Bus Riding Students 38
Cafeteria, Food and Beverage Policies 39
School Meals Policy 39
Closed Campus/Security Policy 40
Definition of Campus 40
Possible Exceptions to the Closed Campus Policy 40
Procedure for Closed Campus Policy 40
Miscellaneous Provisions 40
Commencement Exercises 41
Honor Graduates 42
Dances 42
Displays of Affection 43
Dress and Appearance 43
Driving and Parking 43
Self-Transportation Guidelines for Students Participating in Off-Campus Educational or Work Activities 44
Hall Passes 45
Harassment 45
Sexual Harassment 45
Gender/Ethnic/Religious/Disability/Height/Weight/Sexual Orientation or Other Harassment 45
Harassment of a Student by an Employee/Staff Member 46
Health and Medication 46
Lockers 47
Loitering/Restricted Areas 48
Student Code of Conduct 48
Rationale 48
Application 49
Search and Seizure 49
Categories of Misconduct 49
Code of Conduct Infraction Levels 56
Disciplinary Consequences 57
Restorative Justice Practices 58

Classroom Progressive Discipline Procedures 59
Detention 59
Saturday Academic School 60
Snap Suspension 60
In-School Suspension 60
Short Term Suspension (1-10 school days) 61
Long Term Suspension (11-180 school days) 61
Expulsion 62
Due Process Rights 63
Expulsion Appeal Process 63
Suspension and Denial of Athletic and Extracurricular Activities 64
Student Athletic and Activities Code of Conduct (SAACC) 64
Calendar Application of the Athletic and Activities Code 64
Time and Place Applications of the SAACC 64
Consequences and Penalties Applications of the SAACC 64
Infractions 65
Consequences or Penalties for Student Athletes and Participants 65
Consequences or Penalties for Student Leaders 66
Self-Disclosure 67
Disciplinary and Appeal Process 67

GENERAL SCHOOL INFORMATION 68
Accessibility and Special Accommodations 68
Accident Reports 68
Age of Majority 68
Canine Contraband Detection Program 69
Change of Address/Telephone Number 69
Emergency Medical Authorization 69
Fines/Fees 69
Fire Alarms and Extinguishers 69
Fire Drills 69
Grievance Procedures/Nondiscrimination 70
Immunizations 70
Inclement Weather Emergencies and School Closings 70
Lost and Found 71
Media Center 71
Messages 71
Military Recruitment Opt-Out 71
Notification of Rights under FERPA 71
Parent/Teacher Conferences 72
Parental Involvement (Including Visitation of Classrooms) 72
Pesticide Application 73
Posters 73
Senior (12th Grade) Last Day of School 73
Service Animals 73
Student Records 74
Telephones 74

Tornado Watch/Warning/Drills 74
Use of Breath-Test Instruments 75
Visitors 75

STUDENT ACTIVITIES 75
Policies and Guidelines 75
Organizations and Activities 75
Expectations 76
Approved Activities/Fundraisers 76
Activity Accounts 76
Co-Curricular Participation Guidelines 76
Clubs and Organizations 78
Non-Board Funded, Student-Led Clubs 78
Creating a Charter 78
Staff and Faculty Volunteer Hosts and Meeting Locations 79
Varsity Letter Policy 79

WILLIAMSTON
COMMUNITY SCHOOLS

WILLIAMSTON HIGH SCHOOL
Steven Delp, PhD - Principal
Christopher Armour - Assistant Principal
Paige Paulsen - Athletic Director

3939 Vanneter Rd • Williamston, MI 48895 • Phone (517) 655-2142 • Fax (517) 655-7501

Dear Students and Parents/Guardians:

Welcome to Williamston High School! Williamston High School continues a tradition of academic excellence combined with a rich heritage of a quality fine arts program and a competitive athletic program. Through our concurrent and dual-enrollment programs, students may earn college credit through Michigan State University and Lansing Community College. We offer a wide variety of sports, clubs, societies and extracurricular offerings for students and invite you to share our vision of excellence by becoming involved in the activities and opportunities available at Williamston High School.

This student handbook has been prepared to guide you through your high school experience. We want both students and parents to understand the policies and procedures that are in effect at Williamston High School. Each student is responsible for the student handbook contents. Review it carefully and reference it throughout the school year. At Williamston High School, we believe strongly in the combined involvement of parents/guardians and students working together with the school.

We urge each student to take advantage of our extensive programs and perform to the best of his or her ability everyday. If there is ever anything we can do to help you, please do not hesitate to ask. On behalf of the entire faculty and staff, we wish each student and parent/guardian an excellent school year.

Sincerely,

Steven Delp, PhD
Principal

Mission Statement of the Williamston Community Schools

The Mission Statement is a declaration of what our District aspires to do. The mission focuses all of the District's attention and energies on one common purpose. Along with the belief statements, it is the cornerstone of the district school improvement plan.

We will ensure that all learners are college or career-ready so that upon graduation they may pursue their goals as knowledgeable and productive global citizens in a rapidly evolving world.

Mission Statement of Williamston High School

Williamston High School is devoted to the development of 21st-century learners and global citizens while focusing on the physical, social, and emotional growth and support of all students.

In pursuit of this mission, the faculty and staff of Williamston High School is committed to providing the optimum learning environment and the opportunity for all students to strive to reach their potential, both academically and socially. To this end, we will…

- Address the learning needs of each student
- Employ a highly qualified staff
- Provide a safe, caring, and challenging learning environment
- Base its work on proven practices and data-driven instructional decisions
- Expand learning partnerships with parents and other members of the community

Learner Outcomes of Significance

Outcomes of significance are the abilities and skills that Williamston High School students must successfully demonstrate prior to graduation. Attainment of these outcomes will enable our students to successfully address the challenges they will face in an increasingly complex and changing global society.

ALL WILLIAMSTON HIGH SCHOOL STUDENTS WILL BE:

- RESPONSIBLE GLOBAL CITIZENS who volunteer their time and talents to understanding and improving life for themselves and for others.
- COMPLEX THINKERS who identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts.
- SELF-DIRECTED LEARNERS who create a positive vision for themselves and their future, set achievable goals with options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.
- COLLABORATIVE WORKERS who use effective social skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
- QUALITY PRODUCERS who create intellectual, artistic, practical, and physical products which reflect originality, high standards of excellence, and the use of advanced technologies.
- EFFECTIVE COMMUNICATORS who use language as a tool for sharing information and knowledge, for influencing and persuading, for creating, or for entertaining.

WILLIAMSTON HIGH SCHOOL ADMINISTRATION

Dr. Steven Delp, Principal
Chris Armour, Assistant Principal
Paige Paulsen, Athletic Director

WILLIAMSTON HIGH SCHOOL OFFICE STAFF

Michelle Smith, Principal's Secretary
Lisa Harwood, Attendance Secretary
Lori Enfield, Student Services and Athletic Secretary

WILLIAMSTON COMMUNITY SCHOOLS BOARD OF EDUCATION

Mrs. Nancy Deal – President
Mrs. Sarah Belanger – Vice President
Mrs. Amanda Hathaway Frattarelli – Secretary
Dr. Christopher Lewis – Treasurer
Mrs. Heather Gorsline – Trustee
Mr. David Indish – Trustee
Ms. Deborah Wolf - Trustee

WILLIAMSTON COMMUNITY SCHOOLS CENTRAL ADMINISTRATION

Dr. Adam Spina, Superintendent
Dr. Michele Cook, Director of Curriculum and Special Education
Sarah Tynan, Director of Finance
James Doyen, Director of Technology

WILLIAMSTON HIGH SCHOOL BELIEFS

At Williamston High School, we believe in the following:

- Each individual has dignity and worth
- Positive self-esteem is essential for student success
- All students can learn
- Students learn in different ways, at different rates, and at different times
- Accountability is a component of educational success
- Education is the shared responsibility of the students, home, community and school
- An effective educational system is open to change
- Learning is a life-long process

OFFICE HOURS

Williamston High School Main Office:	7:45 A.M. – 4:15 P.M.
Student Services Office Hours:	7:45 A.M. – 4:15 P.M.

CONTACT INFORMATION

Williamston Community Schools places great value in communication in all its forms with the parents of our students. Please visit or contact us often. Williamston Community Schools website: www.gowcs.net

Principal: Dr. Steven Delp
Phone: 517-655-2142 ext 7001
e-mail: delps@gowcs.net

Assistant Principal: Chris Armour
Phone: 517-655-2142 ext 7002
e-mail: armourc@gowcs.net

Athletic Director: Paige Paulsen
Phone: 517-655-2142 ext 7007
e-mail: paulsep@gowcs.net

Superintendent: Dr. Adam Spina
Phone: 517-655-4361 ext. 3
e-mail: spinaa@gowcs.net

Williamston Board of Education
Phone: 517-655-4361 ext. 3
e-mail: WCSboard@gowcs.net

IMPORTANT PHONE NUMBERS

High School Office	517-655-2142
Attendance (24-hour message line)	press #1
High School FAX line	517-655-7501
Assistant Principal's Office	Extension 7002
Athletic Director's Office	Extension 7008
Student Services (Athletics/Counseling)	Extension 7012
Student Services/Athletic FAX Line	517-655-7548
Community Pool	517-655-7510
Fitness Center	Extension 7029

NON-DISCRIMINATION POLICY

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression and sexual orientation), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Any questions or concerns regarding compliance with this policy may be directed to:

Dr. Adam Spina, Superintendent
Williamston Community Schools
418 Highland St., Williamston, MI 48895
(517) 655-4361
spinaa@gowcs.net

TITLE IX POLICY

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any educational programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

Any questions or concerns regarding compliance with this policy may be directed to:

Deb Lafleur, Williamston Middle School Principal
Williamston Community Schools
418 Highland St., Williamston, MI 48895
(517) 655-4668 ext 6001
lafleud@gowcs.net

HOMELESS STUDENTS DUE PROCESS AND PROCEDURAL SAFEGUARDS

The McKinney-Vento Homeless Education Program and board policy ensure the educational rights of homeless students. The District emphasizes the rights of homeless students to equal access to all educational programs and services for which they are eligible including transportation.

For further clarification or information contact:
Adam Spina
Superintendent
517-655-4361
spinna@gowcs.net

ACADEMIC INFORMATION

Advanced Placement Testing for College Credit

Advanced Placement (AP) is a program of college-level courses and exams that gives students the opportunity to get ahead by earning advanced placement and/or credit at college while they are still in high school. WHS offers a number of AP classes. Students may also take other AP courses online through Michigan Virtual High School. Colleges and universities may award credit if the student receives a qualifying score on the national test (approximately 3 hours in length) given each spring (students/families pay the test fee). Information about Advanced Placement is available in the WHS Counseling Office.

College Admissions Tests and Pre-College Tests

PLAN

The PLAN is a preliminary test for the ACT that also provides information to assist students in their career and college planning. The PLAN will be given to all sophomores.

PSAT/NMSQT

The PSAT is a preliminary test for the SAT that is also used to determine National Merit Scholar Finalists. Students must register and pay on their own for this test and is usually taken by juniors. However, sophomores and freshmen may also take this test.

ACT

The ACT is a college entrance examination generally taken during the junior and again early in the senior year. Students receive scores in English, Reading, Writing, Math and Science Reasoning – as well as a composite score.

SAT

The SAT is a college entrance examination, generally taken during the junior and/or senior year. Students receive a critical reading score, a math score, and a written score.

Credit Recovery

Williamston High School believes that credit recovery is an important component of the educational opportunities offered to students. When students fail a required course, the first priority is to have them repeat the class during regular school hours. However, if the class will not fit into their current schedule, students may sign up for a credit recovery class. Additionally, if the credit recovery program employed by WHS has an online capability, students may also be granted permission to work on their assignments from home.

Importantly, at the recommendation of the teacher, the administration may require students to complete additional assignments relevant to demonstrating content knowledge that the online system cannot assess (examples include, but are not limited to, writing essays or papers on classroom topics, conducting experiments, and giving speeches).

Dual & Concurrent Enrollment

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following

conditions are met:

1. Students must be enrolled in both the school district and a post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
2. Students are limited to no more than 10 dual/concurrent enrollment courses.
3. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, fine arts, or religion.
4. Eligible charges are tuition and mandatory course fees, material fees, and registration fees

School districts are required to pay the lesser of (a) the actual charge for tuition, mandatory course fee, materials fees, and registration fees; or (b) the state portion of the student's foundation allowance, adjusted to the proportion of the school year that student attends the post-secondary institution. A student who fails a dual/concurrent enrollment course must reimburse WHS for the cost of tuition, fees, etc. paid by WHS.

Parents may obtain information concerning dual/concurrent enrollment procedures and guidelines in the WHS Counseling Office. Please note that if the state changes these guidelines, the program at Williamston High School may be altered. Other WHS considerations include the following:

1. Student athletes who are dual enrolled must still take at least four classes for high school credit to retain their athletic eligibility.
2. Students with a high school GPA of 3.0 or lower or students who have not completed (or passed) a previous college class, must have a counselor/parent/student meeting to determine readiness for college enrollment.
3. Students may not take college courses if those course times conflict with their high school schedule. Summer school courses are not eligible.
4. Students are given the option of transferring dual/concurrent enrollment credit to their WHS transcript. Students must weigh the advantages and disadvantages of dual/concurrent enrollment considering the fact that, although they may choose to take a course both for high school and university credit, some universities will not accept transfer credit if the student takes the course for high school credit.

Early College

The Early College (TEC) is a program for students entering their junior year of high school who are looking for an opportunity to move into a college environment. Students will earn up to sixty college credits or an associate degree as they are completing their high school requirements. This is a rigorous program for motivated students. Students will leave Williamston High School and spend grades 11 -13 at a local college where they can earn up to 60 college credits, tuition free. After successfully meeting the Michigan Merit Curriculum requirements, students enrolled in The Early College may participate in graduation ceremonies with their graduating class. The WHS diploma will not be released to the student until they have completed the TEC requirements and WHS has been notified.

*Lansing Community College (LCC) will not be enrolling new Early College (TEC) students for the 2022-2023 school year. Students enrolled in TEC at LCC during a previous school year will be able to complete their program.

**Wilson Talent Center students will be able to enroll in The Early College program through Baker College for the 2022-2023 school year.

Early Graduation

A student who wishes to graduate from high school in less than the normal four year grade 9-12 sequence may request permission for early graduation. The student and parent(s) shall consult with high school administration and/or guidance personnel in order to develop a graduation plan. The student, parent, or legal guardian must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters are due to high school administration no less than 30 school days prior to the anticipated completion of the required high school program. High school administration shall be responsible for validating a student has met state and district graduation requirements. If all requirements have been met, the high school principal shall authorize an official transcript indicating the student is a graduate of Williamston High School.

Final Exam Policy

No semester-end examinations will be administered prior to the formal examination schedule. If extenuating circumstances exist requiring a variance from this policy, an appeal may be made to the principal. The principal will, after conferencing with the area coordinator and the teacher, determine whether a compelling reason exists for a variance. Writing final exams after the scheduled exam sessions will be preferred.

Grade Appeal Process

If a student/parent or guardian is dissatisfied with a letter grade, the student/parent or guardian must appeal to the teacher in writing within five (5) school days after receiving notification of the grade. Grade appeals must begin with the classroom teacher and cannot originate with the Principal. The following two outcomes may occur:

1. The teacher, student, and/or parent/guardian resolve the grade appeal and the procedure ends.
2. The teacher denies the grade appeal or does not respond to the grade appeal within five (5) calendar days. At this point, the appeal may proceed to the next step.

Within five (5) school days after the teacher denies the grade appeal or does not respond, the student and/or parent/guardian must appeal in writing to the Principal stating the reasons for the grade appeal. The Principal shall consult with the teacher, as well as the student and parent/ guardian within 10 school days after receiving the written grade appeal. The Principal may deny the grade appeal if the student and/or parent/guardian do not establish a violation of classroom or school grading procedures. The Principal shall provide his/her decision in writing within five (5) school days after consulting with the student/parent or guardian.

Grade Classification

At the beginning of each year, students are classified according to the number of credits they have earned and not by the year they entered high school. A minimum number of credits will be required to attain each grade level. For official records, student class placement will be determined in the following manner:

Class of 2015 and Beyond – 22.0 Credits to Graduate

Grade Classification	Credits Offered	Credit Range for Grade
Freshmen	6.0	Less than 4 credits (0-3.5)
Sophomore	12.0	4.0 to less than 10.0 credits

Junior	18.0	10.0 to less than 16.0 credits
Senior	24.0	16.0 to 22.0 credits

Students enrolling from schools having different graduation requirements will have their credits prorated for class placement. All incoming students will be informed of these requirements at the time of their admission.

Total Number of Credits Required

WHS students must earn a minimum of 22 credits to graduate (see Graduation Requirements). One credit is earned by the successful completion of two semesters of a course that meets one period per day, five times a week or its equivalent. In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

Grade Reporting

The school year is divided into two semesters. Report cards are mailed to the home address at the end of each semester. The grades received at the end of each semester are considered final grades; these grades become a part of the student's permanent record. Students who receive an "I" (incomplete) will not be listed for the Honor Roll and generally must make up the incomplete within two weeks after the end of the marking period (exceptions granted by the Administration).

WHS provides access to PowerSchool where both parents and students can view the progress of the student at all times, including the student's grades and attendance. Parents and students are able to obtain their user ID and password in the Student Services Office.

Grading System

Academic achievement will be reported by the following system:

A = Excellent Progress
B = Good Progress
C = Fair Progress
D = Unsatisfactory Progress
F = Failure

CR = Credit
NCR = No Credit
I = Incomplete

The student's semester and cumulative grade point averages are calculated using the following point system. Only semester grades are used for grade point averages (GPAs). The final grade in a course is a composite of the marking period grades and the final examination. WHS transcripts reflect both weighted and unweighted grades. Students successfully completing courses designated as Advanced Placement will receive the weighting factor.

Unweighted Scales used with all courses except Advance Placement			Weighted Scale used with all Advanced Placement courses		
A (93-100%)	=	4.0	A (93-100%)	=	5.0
A- (90-92%)	=	3.75	A- (90-92%)	=	4.75
B+ (88-89%)	=	3.5	B+ (88-89%)	=	4.5
B (83-87%)	=	3.0	B (83-87%)	=	4.0
B- (80-82%)	=	2.75	B- (80-82%)	=	3.75

C+ (78-79%)	=	2.5	C+ (78-79%)	=	3.5
C (73-77%)	=	2.0	C (73-77%)	=	3.0
C- (70-72%)	=	1.75	C- (70-72%)	=	2.75
D+ (68-69%)	=	1.5	D+ (68-69%)	=	1.5
D (63-67%)	=	1.0	D (63-67%)	=	1.0
D- (60-62%)	=	0.75	D- (60-62%)	=	0.75
F (59% and below =		0.0	F (59% and below =		0.0

Credit/No Credit (CR or NC) Grading Policy

The following policy governs a student taking a course on a Credit/No Credit basis:

A. Special Circumstances
   a. Students, under special circumstances, may request that a course or courses be graded as Credit/No Credit. The courses may be either required or elective.
   b. Consent must be obtained from parents and the principal, along with the acknowledgment of the course instructor and counselor.
   c. The request to move to a credit/no credit grading track must be made in the first half of a semester (this requirement is in place so as to avoid students requesting to switch to Credit/No Credit near the end of a semester in an attempt to avoid a less than desired earned grade from negatively impacting the student's GPA).
   d. Once credit/no grade has been selected, the student cannot opt for a letter grade (ex: A, B, C) and Credit (CR) or No Credit (NC) will go on the student's semester report card and transcript.

B. IEPS and Personal Curriculums
   a. Students with IEPs who have Personal Curriculums for any class will receive a Credit/No Credit for the class based on the requirements in the Personal Curriculum.

The administration reserves the right to all final decisions regarding any requests for Credit/No Credit grading status.

Incomplete Grading Policy

A. Students, under special circumstances, may request that a course or courses be graded as incomplete. The courses may be either required or elective.
B. Consent must be obtained from parents and principal, along with the acknowledgment of the course instructor and counselor.
C. Students who are granted an incomplete may choose to earn credit or a grade.
D. The teacher and student, in consultation with the principal, will establish a reasonable timeline for completion of the course. The timeline will depend on a number of factors including, but not limited to, the length and nature of the absence, the amount of work missing, as well as the number of incompletes the student has to complete.

Extra Credit

Extra credit will NOT be awarded in any class as it distorts a student's record of achievement in relation to mastery of academic content and standards.

Grade Categories and Weights

- Formative Checks FOR learning - Work/checks used while instruction is occurring that are designed to 1) help the teacher identify what skills students have and have not yet learned, and 2) to provide students with feedback on their learning progress.
    - Worth 30% of the semester grade

- Summative Assessments OF learning - Tasks used to evaluate and provide feedback on students' mastery of content standards. Re-assessment opportunities provided when applicable (see "Retake Policy - Summative Assessments" in the WHS Student Handbook).
    - Worth 70% of the semester grade

Retake Policy - Summative Assessments

- There is no grade cap on the original assessment that prohibits a student from taking a retake.
- The better grade (between retake and original assessment) is entered into PowerSchool.
- The original assessment score is recorded in the comment section in PowerSchool.
- Students retake the entire assessment.
- There may be project-based assessments where students have had multiple opportunities for teacher feedback prior to submitting the assessment that are not eligible for a retake (at teacher discretion).
- Test corrections do not count for a retake grade; rather, test corrections can be used as part of the review process prior to taking the retake.
- There is a retake contract.
    - All formative/practice work assigned prior to the date of the original assessment is completed. Teacher has discretion as to which assignments count as formative/practice work required to be completed prior to the student taking the retake.
    - Additional retake contract requirements developed by department (Ex: test corrections, meet with teacher, etc).
- Retake must be taken within 10 school days from the date the assessment is returned or the day that students get to see the assessment results.
    - If returned within 10 days of the semester final exam, the retake window will only extend to the last regular day of the semester prior to exams; applicable both semesters.
- Final exams cannot be retaken; applicable both semesters.

Zeros Policy

Practice Work & Formative Assessments

- A zero will be entered into PowerSchool for all missing work within 10 school days of the assignment being collected.
    - A zero may be entered if a student is present the day an assignment is due but did not turn the assignment in. The assignment will also be flagged as "missing" in PowerSchool.
    - A zero will not be entered if a student is absent the day an assignment is due. Rather, the assignment will be flagged as "missing" as well as "absent" in PowerSchool. A zero will be entered once the student's absence make-up window has closed (see attendance policy in the WHS handbook) and the assignment has still not been submitted. The "missing" and "absent" flag will stay posted when the zero is entered.
- All work flagged as "missing" may be turned in with no late grade penalty up until the day the student takes the unit summative assessment. A zero becomes permanent after the summative

assessment is administered (unless the student chooses to retake the summative assessment - see bullet point below).

- Missing work that is to be completed in order to retake the summative assessment will receive a 10% late penalty and be flagged as late in PowerSchool.

Summative Assessments

- A zero may be entered into PowerSchool for a summative assessment as well as being flagged as "missing" if the student has not taken the assessment within 10 school days of the assessment being administered.
- A zero will not be entered if a student is absent the day the summative assessment was taken. Rather, the assessment will be flagged as "missing" as well as "absent" in PowerSchool. A zero will be entered once the student's absence make-up window has closed (see attendance policy in the WHS handbook) and the assessment has still not been submitted. The "missing" and "absent" flag will stay posted when the zero is entered.
- Students can take a missing assessment with no late penalty up to the last regular day of the semester prior to exams before the zero becomes permanent. To address the concern of cheating, the late assessment might not be the same version or format as the original assessment.

Non-Achievement Rubric

Williamston High School's grading system includes feedback on non-achievement factors (work habits, participation, behavior) displayed throughout the semester in addition to academic and attendance data. This information is included on report cards and will ultimately be included on transcripts.

Middle School Students Taking Courses for High School Credit

Middle school students who are taking courses for high school credit (either at WHS, WMS, or online) will earn credit and a grade for the course but the grade will not be factored into the high school grade point average (GPA). However, after finishing 8th grade students are considered high school students and any grades earned in summer school immediately following 8th grade will be included in the high school GPA.

Graduation Alliance/American Academy

Graduation Alliance is a private company that utilizes the Michigan Department of Education's 23a seat time waiver option to offer an online learning experience to nontraditional students. Students who participate in Graduation Alliance work with a student advocate provided by Graduation Alliance but do their coursework entirely online and transfer earned credits back to WHS.

Students may be referred to Graduation Alliance by their WHS counselor and enrollment must be approved by the building principal. A student may enroll in Graduation Alliance mid-semester, but once a student has started Graduation Alliance, the student may only return to WHS at the start of the next semester.

Referrals to Graduation Alliance may include:

1. 5th year seniors
2. Students who have been expelled
3. Students who need homebound services due to ongoing medical absences.
4. Teen parents
5. Voluntary dropouts
6. Sophomores with fewer than 4 credits

7. Juniors with fewer than 10 credits
8. Seniors with fewer than 14 credits

Successful completion of a Graduation Alliance course will appear on the student's WHS transcript as having earned credit in the course (a specific grade will not be assigned). Students who meet WHS's graduation requirements, and do so while enrolled in Graduation Alliance, may receive a WHS diploma. Students who have successfully met WHS's graduation requirements through Graduation Alliance by the Thursday prior to their original expected date of graduation may participate in commencement ceremonies with their graduating class.

Students enrolled in Graduation Alliance may participate in athletics if determined eligible according to Michigan High School Athletic Association rules. Students may participate in WHS sponsored extracurricular activities and events with prior approval from the building principal.

Graduation Requirements

Each year, the Board shall award Michigan Merit Curriculum diplomas to those seniors who successfully complete the graduation requirements listed below.

All students must meet the requirements for the State of Michigan Merit Curriculum by completing the following courses:

1. Four (4) credits in English Language Arts.
2. Four (4) credits in math including Geometry, Algebra I and Algebra II. At least one (1) math course must be taken in the senior year.
3. Three (3) credits in science including Physics of Earth and Space (Physics), Life on Earth (Biology), and Chemistry in Earth (Chemistry)
4. Three (3) credits in social sciences including U.S. History & Geography; World History & Geography; ½ credit Civics; and, ½ credit Economics.
5. One (1) credit in Visual, Performing, and/or Applied Arts.
6. One-half (.5) credit in Physical Education and one-half (.5) credit in Health
7. Two (2) credits in World Language; may substitute one (1) credit for state approved Career and Technical Education (CTE) credit or Visual, Performing and Applied Arts (VPAA) credit. Students may receive credit if they have had a prior equivalent learning experience.
8. All high school students must participate in an online course or learning experience. (embedded in WHS's 4 year educational programming and curriculum).
9. Effective for the class of 2028, one-half (.5) credit in Personal Finance.

All high school course credit work required for high school graduation must be completed 72 hours prior to the graduation ceremony for a student to participate in the graduation ceremony.

Certificate of Completion

The Board of Education may issue an alternative certificate known as "certificate of completion" for students who do not meet all of the requirements of the Michigan Merit Curriculum for a high school diploma. A certificate of completion, however, has no legal standing as a substitute for a diploma. Application for a certificate of completion may be made by the student and/or by the student's parents or guardians. Students who achieve the Certificate of Completion will participate in the graduation ceremonies.

Course Credit

One-half (1/2) credit is awarded for successful completion of a class which meets the equivalent of five periods a week for a complete semester. To receive credit for a course, a student must complete the full length of the course as stipulated in the program of studies.

- One (1) semester = one-half (.5) credit
- Two (2) semesters = one (1) credit

During each semester of attendance, a student must enroll in six classes unless he/she has permission from the principal to do otherwise.

Credit for work done at other high schools, as well as credit for work study, career center, Lansing Community College and other institutions as outlined in the Student Handbook, must have the approval of the student's counselor and principal prior to the start of such work.

If a student completes one or more Michigan Merit Curriculum credits before entering high school, the student shall be awarded credit toward graduation and will be so noted on the high school transcript. The grade earned in the course will not be included in the computation of the grade point average.

Credits from a Home-Based Program

Students transferring to WHS from a home-based program must provide an official transcript of completed coursework to the WHS guidance office. Coursework/credit/grades will then be transferred to the student's WHS transcript.

Verification of Graduates

1. If there are seniors who have not fulfilled all requirements and are not being recommended for graduation, their names shall be reported to the superintendent. Students who transfer and complete the last semester of their high school work at another school may be granted a district diploma. The students must meet all graduation requirements and be recommended by the principal of the high school in which they complete their final work.
2. To meet the contingency that a student's graduation depends upon meeting an instructor's criteria for successful course completion, the principal may submit a recommendation for graduation not later than 72 hours prior to the date of graduation. It is expected this occurrence will be minimal.
3. Under extenuating circumstances, alternative methods of meeting graduation requirements to those outlined above may be approved by the Board upon the recommendation of the superintendent and the high school principal.

Independent Study Policies and Guidelines

Independent Study is a self-initiated school-based program. The primary purpose of Independent Study is for students to experience personal growth and enrichment in a given area of academic interest not available in the present curriculum. An Independent Study may replace a class but must be taken as a part of a regular course schedule. It is NOT intended to be used as a solution to a scheduling conflict.

Independent Study credit will be achieved through a curriculum jointly planned by the student and supervising teacher to include a final project, performance, or report. This study must be contracted between a student advanced in a given area and the supervising teacher and then approved by the principal.

General

1. Independent Study will not replace classes offered in the Master Schedule but unavailable to the student due to scheduling conflicts or lack of openings.
2. A student must make written application for Independent Study:
    a. For fall semester - The application must be turned in during the student's scheduling meeting in the spring.
    b. For spring semester - prior to the spring drop/add session held before the start of second semester.

    Both the application and the program outline form should be discussed with the student's counselor during the registration period. Independent Study is NOT intended to rectify scheduling conflicts or issues. Late applications will not be accepted. In addition to completion of the application, the student must obtain a Guided Independent Study Program Outline for the Guided Independent Study course. Goals, standards, benchmarks, and assessments shall be designed, stated and agreed upon between student and the Guided Independent Study teacher.
3. Once the application is approved the student is NOT eligible to drop Independent Study at any time.
4. Independent Study may be taken for a grade, which will be included in the cumulative GPA, or as credit/no credit, which will not be included in the cumulative GPA. Taking the Independent Study for a grade or credit/no credit must be decided during the application process.
5. It is the responsibility of the student to find the certified faculty member willing to be the supervisor for the Independent Study.
6. The principal will receive applications for Independent Study and will approve or disapprove each one on the basis of established criteria and guidelines including a recommendation from departments directly related to the proposal.
7. The end results of the Independent Study must be shared with an appropriate audience of students, parents, community members, faculty members, and administration.

Student

1. Independent Study is open to junior and senior students except in uniquely unusual circumstances.
2. A student may earn a maximum of one-half credit per semester and one credit total through Independent Study. Exceptions to the limit on total credits may be granted only under extreme circumstances by the Administration.
3. To be eligible for Independent Study the student must have a cumulative GPA of 3.0 in the area of study.
4. All Guided Independent Study course work must be completed daily in the classroom of the Guided Independent Study teacher during a specific class hour. The student is responsible for reporting to his/her Guided Independent Study teacher daily so that attendance is accurately recorded. Additionally, the course must appear on the student's schedule for credit/letter grade in that specific class hour.

Faculty

1. The Williamston High School faculty member who is willing to assume responsibility for a student taking Independent Study must be certified in the subject area of the Independent Study. Participation as a supervisor is completely voluntary.
2. The supervisor is normally limited to one or two students per academic term on Independent Study. Exceptions granted only by the administration.
3. The supervisor works with the student to create an acceptable proposal. However, the student is responsible for writing and submitting the proposal to the principal.
4. The supervisor must work closely with the student in the developmental stages of the student's proposal to ensure a statement of specific objectives, methods for obtaining the objectives, resources to be used, timelines to be followed, and a measuring system for an on-going and a final evaluation.
5. It is the responsibility of the supervisor to meet with the student daily as a part of a regularly scheduled class period and to take attendance. The supervisor is also to ensure satisfactory student progress and to lend direction and support. Moreover, it is the supervisor's responsibility to evaluate, grade, and account for the Independent Study student as would be done in any other course. This means that the supervisor must regularly assess student progress relative to the learning goals established in the Independent Study.

National Honor Society

The National Honor Society (NHS) is a national organization created to recognize outstanding students. The purpose of NHS is to develop character, promote leadership, create an enthusiasm for scholarship, and stimulate a desire to render service. A student with a cumulative grade point average of 3.70 or above by the end of the first semester of the sophomore year is a candidate for the National Honor Society. Invitation to apply is based on GPA.

By-Laws of the Williamston High School Chapter of the National Honor Society are posted on the WHS website. The following procedures are in compliance with NHS by-laws and supersede the Williamston High School Student Athletic and Activities Code of Conduct.

Selection Procedures

1. The high school secretary in charge of student records shall compute a list of all sophomores and juniors who have a cumulative GPA of 3.7 or better.
2. The students on the list shall each receive a letter outlining the criteria for membership and inviting them to place their name in consideration for membership. A student who wishes to be considered for membership is responsible for returning his/her letter of intent to the advisor before completing the candidate form.
3. All eligible students should be made aware of the character, leadership, and service requirements necessary to maintain membership. The student will be expected to demonstrate leadership by participating in class and school activities, attendance at school events, and demonstrating "school spirit." The student will be expected to participate in individual and group service projects as determined by the officers of the National Honor Society [currently, the members are required to perform twenty-four (24) hours, 12 per semester, of individual and five (5) hours of group service each year].
5. Student candidate forms, along with the essay scores shall be reviewed by the Faculty Council to ensure applicants meet the following criteria:
   a. Is respectful of self and others; is cooperative in and out of the classroom.

b. Is generally honest and truthful; is responsible and reliable.
c. Is courteous, friendly, helpful, and giving; has a positive attitude; shows concern for others.
d. Has not been involved in serious incidents outside school.
e. Abides by school rules and regulations.

Dismissal Procedures

The selection of members to the Williamston chapter of the National Honor Society is based on GPA as defined above. Continuing membership is contingent upon maintaining the standards upon which selection was based and participation in the designated service activities. Dismissal may occur for failure to meet the standards in any of the three areas: cumulative GPA, character, and service. The dismissal procedure in each of the areas shall be as follows:

1. Cumulative GPA:

   The advisor shall check the cumulative GPAs of all the members at the start of each new semester. Any member who falls below the minimum cumulative GPA for selection (currently 3.7) shall be promptly warned in writing. A member will be allowed only one warning period. If during the next semester of school, the member fails to raise his/her cumulative GPA to the standards of the Society, the member shall appear before the Faculty Council for review. The majority vote of the Faculty Council shall prevail.

2. Service:

   Any member who falls below the standards of the National Honor Society by failing to participate in designated service activities (as certified by the advisor) shall be promptly warned in writing. A member will be allowed only one warning. If the member fails to meet the service standards for continuing membership to the Society the member will appear before the Faculty Council for review. The majority vote of the Faculty Council shall prevail.

3. Character:

   Any member who falls below the standards of the National Honor Society by failing to meet the criteria for good character shall appear before the Faculty Council for review. The majority vote of the Faculty Council shall prevail.

New Student Enrollment Credit/Audit Policy

Enrolling during 1st quarter of the semester

If a new student enrolls in a WHS class that corresponds to a course the student was enrolled in at his/her previous school, the student's grade he/she enters with from the previous school will be averaged into the WHS grade, and the student will have the opportunity to earn a .5 semester credit.

If a course from the previous school does not correspond with a current WHS course (Ex: Wood Working), the student would earn a .25 semester credit for previous school's class (the student must be passing the class at the time of disenrolling) and have an opportunity to earn a .25 semester credit in the WHS course in which they enroll.

Enrolling during 2nd quarter of the semester

If the student's school will grant semester credit, WHS will place the credit on the student's WHS transcript. Students will be enrolled in WHS classes on an audit only basis.

If the student's school will not grant semester credit, the student will be enrolled in WHS classes on an audit basis; however, if the student is able to pass the final exam, the student will be granted credit (CR) on his/her WHS transcript (letter grades will not be assigned).

Online Learning Michigan Virtual

Williamston High School strongly believes that face-to-face classroom instruction is the best learning environment for students. If the opportunity exists for students to enroll in a course offered at the high school, students are encouraged to do so. However, online learning may provide positive educational opportunities for students and as such students may take up to two online courses each semester.

A student may not enroll in an online course if (1) the course is not offered for credit, (2) the credit offered is not consistent with the unit of credit required (semesters at WHS), (3) the student previously earned credit in the course, (4) the course is inconsistent with the student's graduation requirements or post-secondary plans, (5) the student does not possess the prerequisite knowledge and skills to be successful in the course, (6) the student failed in previous online coursework, (7) the course is of insufficient quality or rigor, as determined by the district, or (8) the student engaged in any form of academic misconduct while taking a previous course online.

A statewide catalog maintained by Michigan Virtual contains the syllabi for online courses offered by any Michigan district and Michigan Virtual High School. Any online course in which a student chooses to enroll must be for credit, consistent with graduation requirements, and of sufficient quality or rigor. If not, the administration may deny the student and parent request to enroll in the online course. If the high school administration approves a student to enroll in an online course, the course must be one of the student's six required classes per semester. The district will pay for the cost of the course. Correspondingly, the student and parent will bear the cost of any online course taken in addition to the student's full-time class schedule. All MV course work must be completed and submitted on or before the last day of the WHS semester (this is necessary as MV frequently advertises their end of the semester date as later than WHS's date; teachers need time to grade the MV work and submit the final grade in time for it to be included on the student's WHS report card). Additionally, seniors using MV to meet graduation requirements must have all work completed and submitted by 3:00 PM on the Thursday prior to graduation (complies with Board of Education policy 7630 requirement that all class work required for graduation be completed 72 hours prior to the graduation ceremony). Online course credits will be indicated on student reports cards and transcripts with course name and online designation. The grades are provided in terms of percentages that will be translated into the Williamston High School grading scale. Grades will be entered on student transcripts. A student who fails an online course must reimburse WHS for the cost of the failed online course before WHS will enroll the student in a future online course.

Out-Of-School Learning Opportunities

Williamston High School recognizes that there may be unique circumstances where a student may request credit for out-of-school learning opportunities. The following guidelines have been established:

1. A Williamston High School student who wishes to become an international exchange student may do so through an approved program. They must meet with their counselor in advance to develop

a plan for granting of exchange credit. The High School Principal must approve the plan. All exchange credit will be accepted as "Credit/No Credit."

2. All students must meet State of Michigan requirements regarding school attendance in order to receive credit at Williamston High School.
3. Students may elect to apply external credit from other institutions (i.e. college courses through dual enrollment, CHAMP math programs, ISHAL) to the WHS transcript as credit only, indicated by a "CR" on the transcript and having no impact on the grade point average, or as the letter grade earned in the class, which will impact the grade point average. Students may wait until the grade has been issued before indicating their decision on how the external credit will be reflected on their transcript. The institution from where the student took the course will also be noted.
    1) "CR" will be the default listing on the transcript for all external credit earned. A student wishing to have the earned grade reflected on the transcript, and thus impact the grade point average, must present his/her report card from the outside institution to the WHS counseling office within 30 days of the end of the semester in which the grade was earned.
    2) International travel abroad is exempt from this policy and will only appear as "CR" on the transcript as WHS has no way to verify the curricular content of international courses.
4. Correspondence and night school courses from other high school programs will be entered as "Credit" and summer school will include credit and the grade earned. These grades will be calculated into the student's overall GPA (grade point average.) These credits will be accepted only when a student is in a deficit credit situation and must be pre-approved by the principal.
5. Any other request for the granting of out-of-school credit must be approved by the principal. Approved out-of-school credit will be entered on the student's transcript as "Credit." Grades will not be entered. This application for out-of-school credit should be made before the experience in most cases.

Personal Curriculum

A parent or legal guardian of a qualified student may request a personal curriculum for the student that modifies the credit or content requirements of the Michigan Merit Curriculum. A qualified student with adult status may submit her/his own request. To qualify, a student must meet one or more of the following:

1. Ability to take higher level credit(s) beyond the required credits in the following subject areas: English, World Language, Math, and/or Science;
2. Eligible for special education services and can document a need for curriculum modifications as determined by the student's disability;
3. Transferred from out-of-state or from a non-public school into Williamston High School.

All Personal Curriculum must be aligned with the student's Educational Development Plan (EDP).

Personal Curriculum Process

Requests

A request form for a personal curriculum must be submitted to the Williamston High School counseling department for determination of eligibility.

1. The designated counselor will determine eligibility. If a student does not qualify for a PC, the counselor or principal may also discuss with the student/parent/guardian alternative plans, suggestions and support for the student.
2. The Personal Curriculum process must be a separate process from a special education student's IEP. As such, the requesting special education student must have a current IEP and an EDP. [*The IEP does not overrule the Personal Curriculum as IEP cannot request modifications to the Michigan Merit Curriculum, only accommodations. The Personal Curriculum can offer modifications to the Michigan Merit Curriculum.*] The review team will include the student, at least one of the student's parents or legal guardian, the student's high school counselor or designee qualified to act as counselor, a Special Education teacher, and possibly a high school psychologist and content area teacher(s).

Eligible Requests

1. The counselor or IEP team will develop the student's Personal Curriculum for credit modification/substitution and/or content modification.
2. A Personal Curriculum must include the following:
   a. As much of the Michigan Merit Curriculum subject area content expectations as is practicable for the student (Students without an IEP must meet all requirements for English language arts, science, math and online learning experience);
   b. Measurable goals the student must achieve while enrolled in high school;
   c. A method to assess/evaluate whether the student achieved her/his goals, including parent communication with teachers at specified intervals;
   d. Requirements of the Personal Curriculum may be fulfilled in a variety ways, including but not limited to traditional courses, online courses and other credit options.

Other Considerations

1. The Personal Curriculum must be agreed to by the student's parents/legal guardian who will sign a formal copy of the student's Personal Curriculum.
2. If the Personal Curriculum is not agreed to by the parents/legal guardian or counselor, it will not take effect. Alternative plans, suggestions, and support for the student may be discussed.
3. The signed Personal Curriculum will be maintained by the designated counselor as part of the student's record.
4. Should the parents/legal guardian or student with adult status wish to revise the Personal Curriculum in effect, a new request must be activated using the same process as developing the original Personal Curriculum.

For more details on how to set up a Personal Curriculum see your counselor.

Reduced Schedule Study Hour

Prerequisite: 11th & 12 grade students only; students must be on track to graduate with regard to total credits earned in order to request a reduced schedule study hour.

The reduced schedule study hour provides students with an opportunity to complete coursework and study for their academic classes. Students must demonstrate an academic need to take a reduced schedule.

1. The request for a reduced schedule study hour must be student initiated and an application must be approved by a counselor and administrator.

2. No credit is earned in the reduced schedule study hour. Parents/guardians must sign a form acknowledging that they give permission for their student to take a non-credit granting reduced schedule study hour.

3. As this is a reduced schedule hour, students are not required to be in the building during the hour they have the reduced schedule. However, students may choose to stay in the building to do their class work if they would like to do so. At the beginning of the semester, the student must decide if he/she is going to be in the building or not during the hour. This decision is for the entire semester, and for safety and accountability purposes, students cannot come and go on certain days of their choosing.

Retaking Courses

Students who achieve a grade of "C-" or lower may repeat the course but can receive credit for the course only once. The repetition of the course must take place at Williamston High School as part of the student's regular schedule (repeating a course may not be done virtually). The original class will remain on the transcript, however, the original grade of "C-" or lower will be removed from the GPA calculation. The new class will be added to the transcript along with the new grade which will be figured into the GPA. With regard to class size, preference will be given to students who have not yet taken the course.

Scheduling

The school year consists of two semesters. Each semester is divided into two terms (marking periods). Course registration takes place in the early spring for the following year.

One-half credit is earned by the satisfactory completion of a semester's work in a course which meets daily for one period. The Williamston High School Guide to Curriculum lists all course descriptions and are available to students prior to registration.

Minimum Class Load

Students must be enrolled in six classes daily. Approved programs for work-based learning or work experience count toward the requirement. Students taking one college class on the dual-enrollment program may have five hours of WHS classes plus the college class.

Schedule Changes and Adjustments

Drops and Adds in the Summer

Students may drop and add classes for both semesters according to the summer drop and add procedure, which is outlined in a letter sent home to students and parents/guardians in early June and posted on the WHS website. Drops and adds will be considered according to the following guidelines:

1. Physical inability to take a class due to accident or illness is reasonable cause for a schedule change.
2. Special education caseload students may change their schedules in consultation with their counselors and resource teachers.
3. Any student whose schedule reflects an obvious error may change the schedule.

4. A change in a student's academic standing as a result of classes taken over the summer may cause a schedule change. A lack of a prerequisite for a course may cause a schedule change, as well.
5. Some drops and adds may be considered to accommodate other requests to alter schedules. However, the ability to honor such requests will be limited, based on an effort to balance classes and balance teachers' overall assigned student loads to create an optimal learning environment.
6. The disparity in class size between the same course offered the same hour at the high school cannot exceed four (4) students.

NOTE: In attempting to change a student's schedule, in response to a student request, a disparity that exceeds four (4) students between two sections of the same course in another class hour cannot be created.

Any request for a schedule change must be accompanied by a form signed by parents/guardians. Such forms will be available in the guidance office.

Drops and Adds after the School Year has Begun

No classes will be added to a student's schedule for either semester once the school year has begun, except:

1. For credit to be earned in co-op, work experience and community service when this is done within the first twenty (20) days of the semester.
2. In the case where a guided study hour is added in place of a class within the first twenty (20) days of the semester. However, the addition of this placement in a student's schedule must be made in the hour of the school day in which the class that is being dropped occurs. Please note, guided study may not be offered every hour of the school day meaning this may not be a possibility for all students depending on the hour he/she wishes to drop.
3. Requests for schedule changes in cases involving inappropriate placement of a student in an academic area, emergency situations, and exceptional cases, will be considered by administration on an individual basis throughout the semester.

NOTE: In order to maintain continuous athletic eligibility, a student is required to be enrolled in, and successfully complete four credit-bearing courses each semester.

Procedure for Second Semester Course Changes

1. Drops and adds for the second semester will be held during the afternoons of first semester final exams. The second semester drop and add sessions will follow the same process and the summer drop and add sessions held prior to the start of the school year.
2. In the case of a student who receives a first semester grade of "E" in a year-long course and the student, parent/guardian, and school believe the student would benefit from an alternate placement, a drop/add will be allowed for the second semester (working through the student's counselor).

Senior Schedules - Part Time 2nd Semester

All seniors will start the 2nd semester with a full class schedule and must stay enrolled in all of their courses for the first few weeks of the 2nd semester (this ensures seniors experience their 2nd semester classes before requesting to drop them). Any requests to move to a part time schedule will be considered after this time.

Any senior with a part time schedule is not permitted to be in the building during school hours when not

assigned to a class. All reduced schedules must be at the beginning or end of the school day (a senior may not take classes at the beginning of the day, drop classes in the middle of the day, and then return to the building for classes at the end of the day). Per MHSAA rules, seniors who participate in athletics are required to be enrolled in at least 66% of a full credit load.

A senior requesting a part time schedule must meet with a counselor to ensure the senior is on track to graduate. The senior must also turn in a note from a parent stating:

1. The parent gives permission for the senior to drop the requested class(es) and move to a part time schedule.
2. The parent is aware the student is not to be at WHS during the school day when the senior is not assigned to a class and that WHS is not liable for the senior during such time.

Special Education and Section 504 Due Process and Procedural Safeguards

Special Education law and Section 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap in all programs and activities operated by a recipient of federal financial aid. For purposes of affirmative assistance (regular or special instruction, supplementary aids and services) the statute defines a "handicapped person" as "any person who has a physical or mental impairment which substantially limits one or more major life activities." Under Section 504, school districts must provide Free Appropriate Public Education (FAPE) to eligible students in elementary and secondary programs.

When a student is referred for an evaluation because of a suspected handicap, or when a student has been determined eligible under Section 504, the parent/legal guardian of that student has certain rights. Visit the district website for further clarification or information or contact:

District Director of Special Education: Dr. Michele Cook; (517) 655-4361; cookm@gowcs.net

Student Services Office

The Student Services Office combines our Counseling Office and Athletic Office and provides scheduling assistance (including drop and add) and personal counseling for all students as needed as well as all support of our athletic programs. Additional services include career guidance; guidance testing (PSAT, Advanced Placement, etc.); college preparation (applications, scholarships, financial aid, college visits); concurrent and dual enrollment; credit/no-credit sign-up (seniors only); enrollment and interpretation of transcripts for new students; senior audits; special programs; facilitation of small groups; and the Senior Awards Ceremony.

Summer School

During summer school, students may take courses for credit recovery as well as credit acceleration. However, students are limited to taking only two semester courses or one year-long course (1 credit total) per summer school. Seniors wishing to take 1 ½ credits must first seek permission from the principal and this permission will be granted only under extreme circumstances.

WHS utilizes Graduation Alliance/American Academy for summer school credit recovery (see Graduation Alliance/American Academy above for full program description). There is no cost to the student when utilizing Graduation Alliance/American Academy for summer school credit recovery. Enrollment must be

completed by the student's counselor. Credits earned in summer school for credit recovery do not count toward a student's GPA, only credit toward graduation requirements.

WHS utilizes Michigan Virtual (MV) for online summer school credit acceleration. Students must pay in full upon registration. There may be a limited number of scholarships available on a first come, first served basis. Students must qualify for free and reduced lunch to apply for a scholarship. Students may elect to apply MV credit acceleration to the WHS transcript as credit only, indicated by a "CR" on the transcript and having no impact on the grade point average, or as the letter grade earned in the class, which will impact the grade point average. Students may wait until the grade has been issued before indicating their decision on how the external credit will be reflected on their transcript.

Testing Out of High School Classes

The Williamston Board of Education recognizes that in some circumstances there are students who may acquire the knowledge or skills required to demonstrate proficiency in certain academic areas without having to successfully complete a specified course. In these instances, students at Williamston High School will be allowed to "test out" of classes applicable to the Michigan Merit Curriculum as permitted by state law. Multiple performance measures, as determined by the District, will be utilized to determine proficiency. If a student demonstrates proficiency, credit for the course shall be granted. The course will not be reflected as part of the student's grade point average (GPA) and credit earned will not be counted toward credits required for graduation.

A student shall earn credit and have the course waived if they receive a qualifying overall average score (not less than a C+) on the multiple measures used to determine proficiency. Multiple performance measures may include any combination of the following: final exam, portfolio, authentic performance, paper, project; or, presentation used in the course given that the assessment(s) measure understanding of the subject area content expectations as specified in the Michigan Merit Curriculum.

Parents and students can get further information and registration forms in the Principal's or Student Services' Offices. There is no charge to students for testing out.

Testing Out Deadlines

- Students need to turn in completed forms by May 15 to test out of a class for the following year.

- Course syllabus will not be available until **two weeks before semester exams**. On that day or after, students may pick up the course syllabus for their particular course in the Counseling Office.

- Testing Out will take place over three days (two hours each day) on the afternoons of spring semester exams **only.**

Procedures on the Day of Testing Out

- On the designated day, students must arrive on time and be fully prepared for testing out. If a student arrives late, he or she will be admitted at the discretion of the proctor.

- Students must turn in all supplemental materials (including, but not limited to, portfolios, essays, research papers, projects, and experiments) upon arriving for testing out. No late materials will be accepted.

- Students must complete the comprehensive exam in the time given. At the end of the examination period, all tests and testing materials will be collected by the proctor.

Transfer Students

Grade placement of out-of-state or non-public school transfer students will be consistent with their classification in the school from which they transfer. Transfer students shall be expected to complete as much of the required Michigan Merit Curriculum as time permits. A parent/legal guardian and/or high school educator may request, as a part of the student's Personal Curriculum, a modification of the Michigan Merit Curriculum requirements that would not otherwise be allowed. The District may allow this additional modification for transfer students if all of the following requirements are met:

1. The transfer student has successfully completed the equivalent of two (2) years of high school credit out-of-state or at a non-public school.
2. The District may use appropriate assessments/examinations to determine what credits, if any, the student has earned out-of-state or at a non-public school that may be used to satisfy the curriculum requirements of the Michigan Merit Curriculum, District policy and the State Board of Education.
3. The transfer student's Personal Curriculum requires them to successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. In addition, if the transfer student is enrolled in the District for at least one (1) full school year, both of the following apply:
   a. The transfer student's Personal Curriculum shall require that his/her mathematics course be at least Algebra I.
   b. If the transfer student demonstrates mastery the content of Algebra I, the transfer student's Personal Curriculum shall require that his/her mathematics course is a course normally taken after completing Algebra I.

Withdrawals

Students who wish to withdraw from school or transfer to another school should notify the Student Services Office at least three days prior to transfer. A withdrawal form must be taken to each teacher, materials returned, and each teacher must sign the form before the withdrawal can be processed. The form should be returned to the Student Services Office for further processing. Any questions regarding this procedure should be directed to the Student Services Office.

ATTENDANCE POLICY

Williamston High School strives to provide all students with the education and skills to be responsible, healthy, and productive citizens, prepared to compete in an ever-changing global community. To do this properly, regular attendance is an absolute necessity. To this end, Williamston High School has developed an attendance policy and a set of attendance procedures designed to promote good attendance in a positive, constructive manner. The effectiveness of these procedures depends upon parents, students, and the school, working together to see that students attend classes regularly to acquire a sound high school education and prepare themselves to become responsible citizens and members of society.
We believe that:

1. Every day in school is of vital importance to each of our students.

2. Days missed from school cannot be completely recovered.
3. Regular and punctual school attendance reflects self-discipline and is a stepping stone to a successful, satisfying life.

The rationale and focus of our attendance policy is to support student participation in class instruction, discussion and other related learning experiences.

1. Interaction between students and teachers and involvement in the total school environment is a critical component of the learning process and is dependent on the student's presence in the classroom.
2. Students who have good attendance achieve more success, more satisfaction, and are more employable after leaving high school.
3. Our policy requires students to be dependable and punctual thereby providing opportunities for students to demonstrate the responsible, self-disciplined behaviors that are necessary for the world of employment.
4. We must work as a team--parents, students, teachers, and administrators--to ensure that absences are limited to necessities such as illness, family emergencies, funerals, or school-related absences.

Attendance Procedures and Expectations

Procedures for Reporting Absences: The parent/legal guardian must call, write or email a note to the school to have absences excused. Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, MUST BE VERIFIED BY A CALL OR NOTE FROM THE PARENT/LEGAL GUARDIAN WITHIN 24 HOURS OF THE ABSENCE. The parent/legal guardian may call the school at any time; voice mail is available after hours. If a call is not received by 3:00 PM the day of the absence, the absence will be unexcused. If the parent/legal guardian is planning to be out of town, the Principal's Office should be given the name of the person authorized to excuse the student.

Telephone Number for Attendance:
517-655-2142 (press #1)

When Leaving a Message

Please state (1) student's name (spell last name), (2) date/s of absence, (3) reason, (4) relationship of caller to student, and (5) phone number where caller may be reached, *if other than home phone* (Frequently call-backs are made to verify authenticity of calls. Please do not be offended by this procedure). If no phone is available, other arrangements need to be made with the office.

Late Arrival/Sign-In Procedures

Students who report to school more than 10 minutes after the first scheduled class begins or who are returning from signing out earlier in the day, must sign in the main office.

Early Dismissal/Sign-Out Procedures

If it is necessary for students to leave school during the day, they must sign out in the main office, *after* making contact with the parents/legal guardians. Failure to sign out properly will result in an unexcused absence and/or possible disciplinary referral to the Assistant Principal.

- Picking up students: For safety considerations, a parent/legal guardian must go to the main office to be identified before picking up a student.
- If students are to be picked up by someone other than a parent/legal guardian, arrangements must be made through the parent/legal guardian with the main office before the student leaves.

- Only a school official may remove students from class. Parents/legal guardians may then pick up their students up in the main office.

Automated Attendance Caller

Whenever possible, parents/legal guardians will be notified by an automated calling system when their students have been absent to class. This is done in an effort to keep parents/legal guardians informed about their student's attendance and as a reminder to call in about any excused absences. Please contact the main office with questions about these absences.

Perfect Attendance

Perfect attendance is defined as not missing any class time for reasons other than approved by the school (such as field trips, counseling appointments, college visits, sporting events and the like). Students suspended out of school may not be eligible for perfect attendance.

Poor Attendance

Poor attendance is defined as eight absences or tardies from one class in a semester. If the Administration determines that a student's poor attendance pattern is due to excessive unexcused absences or tardies, or abuse of Age of Majority status, then the student may be denied participation in any school or school-related, extra-curricular or co-curricular activity or event.

Conversion of a Letter Grade to Credit/F based on Excessive Absences

A student may accumulate **fourteen total absences** in a class in a semester without grade sanction. This total includes unexcused as well as excused absences for personal or family illness. However, the following excused absences are exempt from the cumulative count and will not be added into the total number of absences for a class.

A. Death of a relative or attendance at a funeral.
B. Observance or celebration of an established religious holiday or attendance at religious instruction.
C. School-related and sanctioned events, field trips, competitions and activities.
D. School-imposed suspensions.
E. Extended Absence Due To Serious Medical Reasons and/or Homebound Schooling with accompanying medical documentation and approval of the Administration.

Parent/guardian and student will be informed of ten (10) total absences in a class by mail or email. Upon receipt of the fifteenth (15) absences from class per the criteria listed above, the student's grade for the course will be converted from a letter grade to credit/F.

Appeals process:

1. If the parents or guardians wish to appeal the grade conversion, they must meet with an administrator within seven days after receiving notification from the school to review the excessive absences.
2. The administration reserves the right to all final decisions regarding attendance appeals.

Classification of Absences

A student must be in class for 75% of the class period to be marked present in that class. Students who are not in class for 75% of the class period will be marked absent.

Excused Absences

The District accepts only the following as excusable reasons for absence from school.

- Personal illness or hospitalization – The administration may require a doctor's confirmation if deemed advisable.
- Illness or medical emergency in the immediate family.
- Death of a relative or attendance at a funeral.
- Observance or celebration of an established religious holiday or attendance at religious instruction.
- Absence during the school day for professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, students are to do the following:
    - Students shall have a statement to that effect from their parents;
    - Students and parents are encouraged to bring documentation of professional appointments to be kept on file.
    - Students shall report back to school immediately after their appointment if school is still in session.
- School-related and sanctioned events, field trips, competitions, and activities.
- School-imposed suspensions.
- Pre-arranged absences, personal convenience absences and trips/vacations
    - For these types of absences to be excused, parent notification of the absence must be made in writing at least two days in advance to the main office.

Unexcused Absences

Any absence from class, other than excused/school-related absences or any absence that has not been verified with the main office within 24 hours will be considered unexcused. Moreover, an unexcused absence from class may be considered truancy and subject to discipline. The following are some examples of potential unexcused absences: oversleeping, missing the bus, personal business, car trouble and flat tires, work-related absences.

Responsibility for School Work

Excused & School-Related Absences

When students have excused absences, one day to complete make-up work for each excused absence shall be granted by the teacher. Students who have an extended illness of three days or more, should make arrangements with their teachers on an individual basis. Administrators and/or guidance counselors may assist in making arrangements. Please refer to teachers' course syllabi for specific classroom policies regarding make-up expectations.

Unexcused Absence

When students have unexcused absences from class, the student's ability to earn credit for any assignments, homework, quizzes, tests, exams or projects provided or due on these dates is based on the policy of the classroom teacher.

School-Imposed Suspension

Students serving a suspension have full academic makeup privileges. The student is responsible for contacting his/her teacher and making arrangements for getting academic work (ex: Google Classroom, email, packet left in main office, etc). To receive credit, students are required to hand in these assignments on the first day back to school from suspension.

Pre-Arranged Absences, Personal Convenience Absences, Trips/Vacations

Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so absences of this type taken during school time are discouraged. Parents must notify the main office at least two days in advance for the absence to be excused. Students will be responsible for making necessary arrangements for missed coursework with their teachers and must notify teachers in advance of the absence. Students must request homework prior to departure and arrange time to make up missed tests or quizzes (if appropriate) at a time that is acceptable with the teacher. On the first day back to school from this type of absence, the work that was due on the day(s) of the absence(s) must be turned in.

Homebound Services

Students who face hospitalization or extended illness of five days or more should contact the main office as soon as possible in order to request homebound services. A doctor's verification and completed homebound services application will be required for homebound services.

Students with Disabilities

The IEP team or the 504 team will determine and document whether or not the Attendance Policy, as written, will be applied for a student with a disability under IDEA or Section 504 whose disability affects or is suspected of affecting his/her attendance.

Tardy Policy

Punctuality is essential to success and is a fundamental employability skill. Tardiness disrupts the class and detrimentally impacts the learning process.

A. Passing time will be five (5) minutes.
B. A student is deemed tardy to class if that student is not in the classroom by the time the bell has rung marking the beginning of class. A student will be considered absent when he/she arrives to class more than fifteen minutes after the class period has begun.
C. A student is arriving to class after the bell has rung marking the beginning of class who has a written note or pass from a staff member or an administrator excusing the tardy will not be deemed tardy. Only written notes from a staff member or an administrator will be accepted.
D. When a student obtains a sixth (6) tardy in a semester, per class, he or she will be assigned a detention. A student will continue to be assigned a detention for each subsequent tardy up to and including the ninth (9) tardy.
E. When a student obtains a tenth (10) tardy, he or she may be assigned additional disciplinary consequences by the assistant principal (attendance contract, detention, Saturday school, and/or suspension). The assistant principal will continue to meet with the student for subsequent tardies and progressive discipline may be assigned.
F. Attempts will be made to notify parents/guardians by the computerized phone master of each tardy. Further, parents or guardians will be informed by mail or email when a student receives detentions for the 6th-9th (6-9) tardies. When a student receives the tenth (10) tardy, the assistant principal will contact parents/guardians to discuss the students attendance patterns.
G. The following tardies are exempt from the cumulative count and will not be added into the total tardies in a semester:
    a. School-Related Activities
    b. Religious Observance
    c. Tardiness Due To Injury, Disability, or Illness/Appointment

H. Tardies will not be counted toward absences.

STUDENT CONDUCT AND CITIZENSHIP

Acceptable Use Policy (AUP) for Internet/Intranet Systems

These policies shall apply to all users, students, teachers, and administrators of telecommunications systems which are entered via equipment and access lines located at Williamston Community Schools or who obtain their access privileges through association with these schools:

1. All use of the Internet must be in support of education and research and consistent with purposes of Williamston Community Schools.
2. Use of the network for commercial or profit purposes is prohibited.
3. Extensive use of the network for personal and private business is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the network should be assumed to be private property.
8. Users are expected to abide by generally accepted network rules of etiquette.
9. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Use of the network or social media to harass or impersonate other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, harassment, discriminatory remarks, bullying and other aggressive behaviors are prohibited on the network. This includes, but is not limited to, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
12. The illegal installation of copyrighted software for use on district computers is prohibited.
13. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited. Students accessing proxy servers, games and social networking sites (for example: Facebook and My Space) is prohibited.
14. Subscriptions to Listservs must be reported to the building system operator (SYSOP). Get the name of the SYSOP in the Principal's Office. Prior approval for Listservs is required for students.
15. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard disk space.
16. From time to time, Williamston Community Schools will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Williamston Community Schools reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts. Web browsing and messaging activity will be logged and scanned by a computer algorithm to detect cyber-bullying, self-harm, and grief

sentiments. In the event that this type of activity is detected by the algorithm, it will be flagged for review by a school administrator.

Williamston Community Schools reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

Williamston Community Schools and Ingham Intermediate Schools make no warranties of any kind, whether expressed or implied, for the service they are providing. Williamston Community Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Williamston Community Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism of computer hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes but is not limited to, the uploading or creation of computer viruses.

These items are in addition to the Williamston Community Schools District Internet Acceptable Use Statement as included in the district Code of Conduct.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are subject to all local, state, and federal law.

Users must adhere to copyright and trademark laws and licensing agreements in the use of hardware and software and in the transmission or copying of files on the Internet. Users must also comply with all other applicable laws, both state and federal, with respect to use of technology.

Disciplinary Action

Users may be disciplined for violating any of the above. Users will be required to make full restitution if any damages or expenses are incurred. In addition to disciplinary action as defined by this policy, users may also face additional disciplinary action deemed appropriate in accordance with the district disciplinary policy.

Users found in violation of the Acceptable Use Policy may be subject to the following suspension or revocation of access privileges or other disciplinary actions deemed appropriate by the district:

- **First Offense:** The loss of use of district technology for four weeks. The offense will be recorded

in the user's file. Before privileges are reinstated, the user must review and re-sign the Acceptable Use Policy.

- **Second Offense:** The loss of all technology privileges for the remainder of the school year or for a semester (whichever is longer in duration).
- **Limit on District Liability:** Williamston Community Schools makes no warranties of any kind, whether express or implied, regarding the use of its technological resources, including, but not limited to, loss of data resulting from delay, non-delivery or any service interruption. Furthermore, the district is not responsible for any damage to user's hardware or software incurred from a computer virus or other malfunction of the district's computer system or other technological resources. Williamston Community Schools shall not be responsible for any claims for damages arising from the use of the district's technological resources.
- These items are in addition to the Williamston Community Schools' District Acceptable Use Statement as included in the district Code of Conduct.

Artificial Intelligence (AI)

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work [without citation]. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

Bus Transportation

RULES AND REGULATIONS FOR BUS RIDING STUDENTS

1. Bus riding is a privilege and rules and regulations must be followed for safe and timely transportation. A bus driver deserves respect and courtesy. Any student who defies the bus driver in any way can lose his/her bus privileges. Drivers have the responsibility of getting students to/from school safely. They must have cooperation at all times. A driver may assign seats as needed.
2. A student must be at their stop five minutes before the bus arrives and ready to board the bus.
3. There shall be no running or shoving at loading and unloading zones. Parents are responsible for proper conduct of students when going to and from the bus stop, as well as at the bus stop. School authority begins when the bus arrives.
4. Students should always cross the street 10 feet in front of the bus. They should check both ways for oncoming vehicles. Other drivers do not always stop for students. The bus drivers will signal students to cross.
5. Students must remain seated upright and facing the front of the bus while the bus is in motion.
6. Students must be absolutely quiet at railroad crossings, students must remain quiet until the bus clears the tracks.
7. Students are not permitted to save seats for fellow students. Riders must move over and permit room for other students. Seats may be assigned at the discretion of the driver or Administration.
8. Classroom behavior is expected and school handbook and code of conduct policies are to be followed.
9. Fighting or bullying will be considered a severe disruption and will not be tolerated.
10. Damage to seats or interior of the bus will be paid for by the student involved and riding privileges may be withdrawn.

11. Students must not throw anything on or from the bus or extend any part of their body from the open window.
12. Emergency doors must remain closed except in cases of emergency. Aisles are to remain clear and open.
13. Any student who brings knives, firearms, sharp instruments of any sort, firecrackers, cigarettes/cigars/vapes (either lighted or unlighted), chewing tobacco, matches, rubber bands, water pistols, water balloons, etc., may lose his/her riding privileges.
14. Students are not permitted to bring any object on the bus which is too large to be held on the student's lap.
15. No glass containers, animals (excluding service animals), or radios are permitted on the bus.
16. Cell phones, tablets, and other electronics should only be used with earbuds for music or games. Any devices used for taking or sharing pictures or video will not be allowed. Any inappropriate misuse will not be tolerated. A driver is not responsible for any broken items brought on the bus.
17. Students may not eat or drink on the bus. There are many food allergies, this prevents any unnecessary contact.
18. Students are not permitted to litter on the bus at any time.
19. Use of profane or vulgar language on the bus may result in loss of riding privileges.
20. Continued disregard for rules and regulations will result in the loss of student bus riding privileges.
21. When school is cancelled for any reason, the information will be broadcast by radio stations in the Lansing area and on the District's website.

Cafeteria, Food and Beverage Policies

Individuals violating these policies are subject to confiscation of food and beverages as well as disciplinary consequences.

During lunch hours, food and drink are to be consumed only in The Commons (cafeteria). During non-lunch hours, only drinks may be consumed outside of The Commons (cafeteria). Food may not be consumed in any carpeted areas at any time and it is expected that all drink containers be capped during passing time in the hall. For safety purposes, no glass bottles are allowed at WHS. In addition to food, no beverages, water, gum, candy, or other consumables are allowed in the McGoff Performing Arts Center at any time. Classroom teachers reserve the right to make decisions regarding food and drink in the classroom.

Student behavior in the cafeteria should be based on courtesy and cleanliness. All students eating at school are required to properly dispose of their refuse in the trash cans and recycling bins provided. To avoid disturbing classes, students must remain in the cafeteria and designated WHS common areas during the lunch period. WHS has a closed campus for lunch. Unless students receive prior and proper authorization by the administration, they may not leave to eat lunch.

A free and reduced price lunch program is available to eligible high school students. Application forms, including federal income guidelines and information regarding cafeteria debit cards, will be distributed at the beginning of the school year or may be obtained in the main office.

School Meals Policy

- If the student's meal account is at zero, the student is permitted to charge a maximum of three meals. Once this limit is reached, an alternative meal of cereal, fruit/vegetable and milk will be offered. The cost of this alternative meal will be added to the student's account.

- Charging privilege pertains to full school meals only not a-la-carte items.
- An email will be sent to parents/guardians when account funds are low. When the account falls below zero, parents/guardians will also be notified by email. If the balance reaches negative $10.00, the parent/guardian will receive a phone call as well as the emails.
- Unpaid balances are due by the last day of each school year.
- No charging is allowed the last week of school.

Closed Campus/Security Policy

Williamston High School has adopted a "Closed Campus Policy." Every student is required to remain in school unless granted an exception from this policy by a school administrator. This policy is a reflection of our belief that every day in school is of vital importance to each of our students, and an hour missed cannot be completely recovered. Furthermore, the school has a responsibility for the safety and welfare of students assigned to it during the school day.

Definition of Campus

The campus of WHS is defined as the physical boundaries of the main building, courtyard, and the sidewalk outside the commons entrance during the instructional day. The student and staff parking lots are not considered part of the campus during the instructional day.

Possible Exceptions to the Closed Campus Policy

1. Students may be allowed to leave the building for lunch provided they live within walking distance of the school and their parents have requested the exception in writing. Students must be able to walk to and from home in the time allotted for lunch. Approval from the high school principal is required.
2. Students who become ill during the day may be excused from the building provided they sign out, get administrative permission, and notify their parent(s).
3. Students are permitted in the parking lot during the day only if they have been granted an exception to the Closed Campus Policy. Their presence in the parking lot must be incidental to their leaving or arriving. Students are not to be in the lot at any other time unless granted permission by the high school administration or by a classroom teacher.

Procedure for Closed Campus Policy

The Closed Campus Policy requires that all students assigned to the building are in the building unless absent from school or granted an exception by the school administration. Accordingly, every exception must have prior approval and be recorded in the office.

Miscellaneous Provisions

1. Hall Passes - Students are expected to be in class during assigned periods. Any student not in class must have a pass in their possession (See *Hall Passes* for more information).
2. Entering the School - Students may enter the school through three main entrance points; the academic wing doors, the main office doors, and the athletic entrance. From 8:30 AM - 3:20 PM, all visitors and students must buzz in and enter through the main office doors only.
3. For security purposes, students are prohibited from propping exterior doors (Ex: Using a pencil or rock in the doorway so the door does not lock) to allow access to the building other than the main

office entrance. Violation of this policy will result in disciplinary action per the Student Code of Conduct (see below).

Commencement Exercises

Traditionally, WHS holds its Commencement Ceremony on the first Sunday after Memorial Day. Participation in commencement exercises is a privilege, not a right. Students who meet all graduation requirements and maintain appropriate standards of conduct and attendance prior to commencement exercises will be permitted to attend and participate. To assist in the effort to present a commencement of appropriate decorum, the following requirements must be met:

1. Any student who engages in serious inappropriate behavior in the last few days and weeks of school may be denied participation in the commencement ceremony as per the code of conduct, offenses and consequences, in the Student/Parent Handbook. Further, if the inappropriate behavior is determined to be a senior prank, the student(s) will be denied participation in the commencement ceremony.

2. On the last day of school for seniors, students must be in each class by the time the tardy bell rings. Those who are in the building or on school grounds but not attending classes on this day will be sent home.

3. To participate in commencement exercises, students must attend graduation rehearsal at WHS. All books must be returned and all assessments and fees paid, in advance of the commencement rehearsal. Students who have not returned all materials and/or paid all fees will not be given their graduation cap and gown, and thus, will not be permitted to participate in the commencement ceremony until they do so.

4. All course work must be completed and all graduation requirements must be met by 3:00 PM on the Thursday (72 hours) prior to graduation in order to participate in the commencement ceremony. This includes external credits and courses being used to meet graduation requirements (Michigan Virtual, dual enrollment, etc). Students who have not completed all courses by this time will not be permitted to participate in the commencement ceremony. Students may not participate in the graduation ceremony if they are anticipating earning a diploma in the future (for example, completing credit recovery courses during the summer in order to earn credits needed to graduate).

5. Seniors must have served all disciplinary assignments by the Thursday prior to commencement.

6. All seniors must report to the Wharton Center 1 hour 15 minutes prior to commencement.

7. Students who participate in commencement exercises are subject to the standards of dress and decorum set forth by the high school administration for commencement. All seniors must assume the responsibility for ordering caps and gowns and commencement announcements at the proper time. All Awards, cords, medals, etc. worn with the graduation gown must be awarded by WHS or school related groups, clubs, and activities. Gowns may not be personalized or modified in any way which includes wearing decorations or awards issued from non-school related activities. Caps may be personalized/decorated (examples include where the graduate is going to college, an inspiring quote, etc). However, all cap decorations must comply with the WHS code of conduct and dress code. Any caps that contain language, images, symbols, etc. that administration deems to

be in violation of the dress code will not be allowed to be worn during the commencement ceremony.

A student does not have to participate in commencement exercises to receive a diploma; however, diplomas are awarded no earlier than the high school commencement ceremony.

Honor Graduates

At each commencement, WHS recognizes outstanding students with academic honors. To graduate with honors, students must have, at the beginning of their final semester, a cumulative GPA of 3.50 or higher (no rounding permitted). The three honors categories are the following:

Summa Cum Laude……3.90 and above (gold cords)
Magna Cum Laude…….……3.75 to 3.89 (silver cords)
Cum Laude…….……3.50 to 3.74 (bronze cords)

Dances

Dances are a time to have fun and socialize with other students. WHS sponsors three dances each year – Homecoming, Follies, and Prom – usually held on Saturday nights from 8:00 PM - 11:00 PM. The following guidelines will be implemented for the purpose of student safety during Williamston High School dances and mixers. Rules and guidelines are subject to change as the need arises:

1. Chaperones must be obtained at least one week prior to the dance. The principal, advisor, and sponsors of the dance shall know in advance who the chaperones will be.
2. The dance will be canceled if not enough chaperones have been obtained two days prior to the date of the dance.
3. No less than two WHS staff members are to serve at the dance.
4. One staff member will remain at the door and determine who shall enter the dance.
5. All school policies will be enforced at dances. No smoking, alcoholic beverages, or drugs are allowed on the premises. Appropriate attire must be worn at the dance at the discretion of the administration or advisor.
6. Once students leave the dance, they cannot return, and may not pay again to re-enter.
7. Anyone disobeying the previous rules will have to leave immediately. Any such violation shall be treated as a violation of the school discipline policy.
8. Outside doors are closed one hour after the dance has begun with Prom being the exception.
9. A breathalyzer may be on the premises for all dances and may be used when reasonable doubt of sobriety is determined by a building administrator or a building administrator's designee.
10. Any person not attending WHS who is coming to the dance must be signed up with the sponsor prior to the dance. The visitor can enter the dance only if they enter with the WHS student who has signed them up. WHS students will be responsible for the behavior of their guest.
11. Uniformed security officers shall be hired to circulate inside and outside the dance. The sponsoring group will pay for this service.
12. Any style of dancing that could be considered offensive or dangerous will not be allowed. No sexually explicit dancing or grinding will be allowed. If observed, students will be asked to stop. If the dancing continues, students will be asked to leave. For the sake of safety, no diving, jumping, lifting, slamming or any other form of dancing that may cause physical harm will be tolerated. Failure to comply will result in ejection from the dance.
13. Middle school students are not allowed to attend Williamston High School sponsored dances.
14. All dance requests must accompany a dance request form containing the above information and be

submitted to the assistant principal at least one week prior to the event.

15. If students know they will arrive late, they must sign up with the sponsor of the dance in advance. This includes everyone, regardless of circumstances.
16. Students should not bring valuables to the dance. Students will be asked to leave jackets and coats on tables outside of the dance. WHS will not be responsible for these items.
17. All participants must leave the premises immediately at the conclusion of the dance. Students should make arrangements for rides home prior to coming to the dance.

Displays of Affection

Public displays of affection are not appropriate school behavior in the building or on school grounds. This type of behavior will not be condoned and may be subject to disciplinary action.

Dress and Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Appropriate footwear must be worn at all times (state law).
- Student dress may not cause a substantial disruption to the orderly process of school functions or endanger the health or safety of the student, other students, staff, or others.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing. Infractions of dress guidelines may result in disciplinary action.

Driving and Parking

Driving to school is a privilege. As a service to our students, Williamston High School provides parking facilities as a 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 examine 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, narcotics or other contraband. Students that do not comply with driving and parking guidelines will be subject to disciplinary action. Violations of parking regulations may result in loss of school driving privileges, issuance of a city traffic code citation, and/or school disciplinary action.

1. All student drivers who wish to park motorized vehicles in the student parking lot must purchase a parking permits in the main office before school starts or within the first five days of the start school or within the first five days of when a student begins to drive to school if they did not drive at the beginning of the year.
2. Parking permits cost $30.00 regardless of when they are purchased during the year. If a student does not purchase a parking permit during the above timeframes and the

administration must ask the student to purchase a parking permit, the student will pay a late fee/fine of $10.00 in addition to the cost of the sticker.

3. The permit must be visibly displayed on the front or rear windshield. Students placing their parking permits on other areas of the car will be considered in violation of the policy and will be required to purchase a new sticker for $10.00.
4. Parking permits are to be used only by the purchaser and are not transferable. However, students who may drive more than one vehicle to school may request another parking permit at no extra charge. Temporary permits are available in the main office for visitors, guests, and students with extenuating circumstances.
5. All student drivers who do not wish to park motorized vehicles in the student parking lot are required to park in designated areas in the soccer stadium parking lot, no exceptions.

- The only authorized student parking lots are located on the north side of the building nearest the athletic entrance and the area east of the faculty lot facing Williamston Middle School. Students may not park in the faculty lot during the school day. If you are unsure of permissible parking locations, please check with the main office. Unregistered vehicles driven by students and vehicles parked in faculty lots or unauthorized areas are subject to disciplinary consequences, including towing at student's expense. Blue lines indicate handicapped spaces.
- Students that have permission to drive out during the school day may not transport other students unless approved by administration.
- Vehicles should be operated in a safe and orderly manner and students should observe all parking and traffic regulations. THE MAXIMUM SPEED LIMIT OF 12 MILES PER HOUR must be observed in the parking area.
- There will be no parking on grassy areas of the school grounds, in the areas at the end of parking lanes, in handicapped spaces without proper authorization, or in the "no parking" areas of the lot. Students whose vehicles are illegally parked are subject to disciplinary action and the vehicles may be towed and/or ticketed by legal authorities.
- Driving vehicles during school hours, without permission, is not allowed and will result in disciplinary action. Refer to *Closed Campus Policy* for more specific information.
- It is strongly recommended that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage, vandalism or damage to any vehicle while on school property.
- Motorcycles, mopeds, and mini-bikes are to be registered in the main office. A bicycle rack is located near the athletic entrance. Students driving motorcycles, mopeds, and mini-bikes should contact the Assistant Principals' Office regarding permissible parking.

Self-Transportation Guidelines for Students Participating in Off-Campus Educational or Work Activities

In cases where a student is enrolled in a Board approved, shared time program, or District sponsored activity, or co-curricular activity at another school or program site (Example: An area career center, gifted and talented program or dual enrollment program with an area junior college, college or university) parent(s)/guardian(s) of the student may request permission for their child to self-transport him/herself to and from that site, subject to rules and regulations established by the administration.

Students may lose driving privileges and are subject to disciplinary action if they drive out during a non-scheduled class, activity, or work times and/or transport passengers. Carpooling is not permitted under any circumstances unless parent(s) guardians have requested that their student be allowed to do so and the student has turned in the required transportation waiver(s).

Students that do not comply with the guidelines and expectations for off-campus activities will be subject to disciplinary action and may be subject to a loss of participation in off-campus opportunities.

Hall Passes

Students who leave a classroom during scheduled hours must obtain a proper pass from their teachers before leaving. Only one student per pass is allowed. Students who abuse pass privileges may have their pass privileges revoked.

Harassment

Williamston Community Schools prohibits sexual and other forms of harassment by district staff and volunteers, students, or other members of the public at school or school activities. Sexual harassment is illegal, disrupts the educational process, and interferes with the district's commitment to provide a stable learning environment to its students. All students, staff, and volunteers are expected to conduct themselves with respect for the dignity of others.

Every student should, and every staff member MUST report any situation that they believe to be harassment of a student. Reports may be made as indicated below and on the following page.
When investigating and determining what constitutes harassment, additional factors that will be considered are:

- Who is in power or control of the situation/behavior?
- What is the effect versus the intent of the behavior?

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

Sexual Harassment

A. **Verbal**: The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
B. **Nonverbal**: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
C. **Physical Contact**: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability/Height/Weight/Sexual Orientation/Other Harassment

A. **Verbal**: Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
B. **Nonverbal**: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
C. **Physical**: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.
Any student who believes that she or he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with

the District should make contact with persons selected by the Principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) s/he believes to be responsible for the harassment and the nature of the harassing incident(s). If the matter cannot be mutually resolved, a written report of the findings and any recommended appropriate remedial action shall be forwarded to the Superintendent for review and action.

Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. Protect the confidentiality of the student who files a complaint;
B. Encourage the reporting of any incidents of sexual or other forms of harassment;
C. Protect the reputation of any party wrongfully charged with harassment.

Harassment of a Student by an Employee/Staff Member

If a student reports to a staff member that another member of the staff is harassing her or him, the matter is to be reported immediately to the Principal who shall then contact the Superintendent. The Superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure described in AG 8462.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the Principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after-effects of the alleged harassment.

Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents) and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment. Conversely, all of the facts in the matter must be considered to determine an action is without a discriminatory or intimidating intent or effect. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Health and Medication

Any health problem or physical disability that might in any way, at any time, interfere with the student's normal functioning at school should be reported to the school. This information is confidential and is

strictly for the student's and the school's protection.

Medication should not be brought to school unless it is essential to the health of the student. All medications must be kept in the office where it will be, monitored and distributed according to State guidelines by front office personnel. No medication may be possessed without approval from the building principal.

1. All medications must be delivered to the office in their original containers. Please use the smallest container possible, as storage is limited.
2. All prescription medication must be filed with written doctors and parental authorization and the required dosage. Prescription medications must be labeled with student name, date, doctor's name and instructions. You may pick up the appropriate form in the office titled "Permission Form for Prescribed Medication."
3. Asthma inhalers may be kept on the student's person.
4. Non-prescription medications must be provided to the school in original packaging. Non-prescription medications shall not be stored or dispensed by district personnel without written permission and instructions from the parent/guardian, who shall provide instructions to school personnel regarding the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the parent/guardian or professional medical personnel.
5. Students may have on their person small amounts of over-the-counter medications for personal use. Documentation signed by parents will be sent to the high school office indicating the medication, dosage the student is authorized to use at school, and any specific conditions or reactions to the medication which may require contacting the parent/guardian or professional medical personnel. Changes to this information will be communicated to the high school office or administration as needed and updated each school year.
6. It will be a discipline violation to share any medication with classmates.

By state law, any student entering public school must have the appropriate inoculations. If a student attempts to enroll without the necessary inoculations, they will be requested to obtain the inoculations before being allowed to enroll in classes.

Any student who becomes ill during the school day must report to the office before leaving school. This is necessary so the office can assist the student and notify the parents of the problem.

Lockers

As a service to our students, WHS provides lockers for the security of students' school-related property and authorized personal belongings such as outer garments, shoes, grooming aides, and lunch. Students are not to use the lockers for any other purposes unless authorized in advance to do so by the Administration. The use of a locker is a privilege granted by the school and may be revoked, if deemed necessary. The school retains sole ownership, control, and authority over the locker facilities. All students are expected to know and comply with all conditions and rules regarding locker use.

1. Students are to use the lockers assigned to them and are not to share lockers or combinations with another student. A $10 fee will be charged for reassigning and/or changing locker combinations. The student assigned the locker is responsible for its contents at all times.
2. Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals, and LOCKED.
3. Material adorning or decorating a locker must follow standards parallel to those outlined in the dress code (no alcohol or drug representations or symbols, no pornographic materials, and no materials considered offensive or discriminatory in nature). Only signs approved by the Administration may be placed on lockers.
4. Since each locker has its own combination lock, no padlocks are to be placed on them without administrative approval.
5. Students are not to leave valuables in their locker at any time. The school cannot accept responsibility for any lost or stolen articles.
6. The school has the legal right to examine lockers and their contents, without notification, at any time, and without parent or student consent. The Administration shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The Administration shall supervise the search. In the course of a locker search, the Administration shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Loitering/Restricted Areas

Loitering is defined as being in any area of the building or grounds before, during, and after the school day without permission. In an effort to keep the halls clear and available for necessary passage, students must not stand or congregate in the halls or other designated areas. The cafeteria and commons areas are available for students to socialize before school and at lunchtime. Certain areas are restricted during the school day.

1. Loitering in restrooms, hallways, parking lots, entrances, stairwells, gyms, pool or fitness center is not permitted.
2. No student is to be in the locker rooms, gym, music rooms, classrooms, auditorium or other areas of the building without direct supervision by a teacher or administrator.
3. Students should not be in the school building before 7:00 AM or after 3:30 PM unless participating in an organized school-related activity or under the direct supervision of a staff member.

STUDENT CODE OF CONDUCT

Rationale

The purpose of this Code of Conduct is to foster an environment that is safe and conducive to learning. Within our school, the administration and all other school personnel are responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parents, students, and other members of the community must have a clear understanding of the school's expectations for student behavior. The Williamston High School Code of Conduct provides those expectations by:

- Integrating various sources of authority including state law, Board of Education policies, and administration guidelines,
- Identifying expectations and responsibilities of WHS students,
- Defining the conduct that violates those rights and responsibilities,

- Standardizing the procedures that the school will use in responding to conduct violations,
- Assuring the rights and responsibilities of students when disciplinary action is taken.

Application

The Code of Conduct applies to any student:

- on school property;
- enroute to and from school (public or private transportation);
- traveling on school-affiliated transportation;
- attending school or involved in any school-affiliated activity;
- with respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises; and
- whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of other students, school employees, or the school.

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 use their discretion to search a student, backpack, purse, locker, desk, or any other area 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 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 inspections of lockers and desks for any reason at any time 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, athletic bag, vehicles) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities.

Categories of Misconduct

To establish the best possible learning environment for the student, as well as to provide for the health, safety, and welfare of all students and school personnel, the following categories of misconduct have been adopted. This list is not intended to be all-inclusive. Other misconduct may give rise to discipline.
Violation of any of the following may result in student discipline, up to and including permanent expulsion from school.

Abusive/Offensive Language (levels 2-3): Any gesture or written, verbal, graphic or physical act (including electronically transmitted acts) that includes the use of abusive/offensive language. This includes, but is not limited to, swearing, racial and ethnic slurs, and abusive/offensive comments about one's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, or socioeconomic status.

Academic Integrity (levels 1 & 3): Academic Integrity requires high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

1. Classroom Level Violation (level 1)
    a. Violating the teacher-established rules for any assignment or assessment.
    b. Submitting another's assignment as one's own.
    c. Knowingly allowing another student to use an assignment or test to submit as his or her own.
    d. Looking at another's test or essay and submitting the work as one's own.
    e. Knowingly assisting another student to misrepresent the content or authorship of his/her school work.
    f. Using any type of notes or technology without teacher approval.
    g. Plagiarism, including but not limited to:
        i. quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
        ii. presenting an idea, theory, or formula originated by another person as one's own.
        iii. using information, which is not common knowledge, including statistics and demographics, without documenting the source.
        iv. copying or pasting from the Internet or another document material that is not one's own without documentation from the source.
        v. using AI to create work that the student submits as his/her own without teacher permission and/or citation.

    Classroom level violations of the Academic Integrity Policy will be addressed by the classroom teacher and documented. The following consequences may result:
    A. Student may be given a zero for the assignment or assessment
    B. Student may be assigned a detention

    Parents/guardians will be notified.

2. Administrative Level Violation (level 3)
    Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

    Administrative level violations of the Academic Integrity Policy will be addressed by the teacher and administration and documentation will occur. The following consequences may occur:
    A. Student may receive disciplinary action.
    B. Student may fail the test, paper and/or project in question.
    C. Student may be required to resubmit the work and/or to do additional work; student may or may not receive credit or points for the additional work.
    D. Students may fail the marking period and/or semester.

    Parents/guardians will be notified.

Arson (level 5): Setting fire to a building or other real property or the contents thereof, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such act or acts.

Assault (level 4): Intentionally causing or attempting to cause physical harm or bodily injury.

Breaking and Entering (level 4): Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure without authority to do so.

Bullying (level 3): Bullying is any gesture or written, verbal, graphic or physical act or any electronic communication, including cyberbullying*, that a reasonable person should know may have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying may also constitute harassment and/or intimidation. Bullying includes, but is not limited to, behavior reasonably perceived as motivated by a student's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic including racial and ethnic slurs.

**Cyberbullying is defined as the use of information and communications technologies such as, but not limited to, e-mail, cell phone, instant messaging, social media, defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group, that is intended to harm others.*

Cell Phones and Personal Electronic Smart Devices (levels 1-3): Cell phones and electronic smart devices (ECD) are not permitted and shall not be used in:

1. Classrooms or other learning areas. Exceptions to this policy (Ex. medical needs; academic purposes such as using a phone to take pictures during a photography class or as a remote to fly an unmanned aircraft/drone; to help with anxiety) must be approved by building administration prior to use. Cell phones are to be stored in the calculator holder in each classroom for the entire class period.
2. Areas where there is an expectation of privacy (Ex: restrooms, locker rooms).
3. Any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where the device would cause any disruption.

"Use" refers to, but is not limited to, sending and/or receiving calls and text messages, accessing social media, accessing the internet, playing games, utilizing applications (apps), but also using the cell phone or smart devices for any other purpose. Furthermore, the use of any recording, video, or camera functions without consent of the subject (students, staff, building guests, etc.) is strictly prohibited.

Additionally, the following policies will govern cell phones and ECDs:

1. The use of any personal communications device that has a wireless connection must follow the district's Appropriate Use Policy (see AUP).
2. Williamston High School is not responsible for the loss of theft of any personal cell phone or ECD.

Using a cell phone or other ECD in an unauthorized or inappropriate manner or in violation of policy will result in the following progressive discipline. Students refusing to hand over a cell phone and/or ECD to school personnel will be considered "insubordinate" per the Student Code of Conduct.

1st offense - Warning and student success plan

2nd offense - confiscation of ECD; student picks up device from office at end of day; detention

3rd and all following offenses - confiscation of ECD; parent picks up device from office at end of day; detention

Failure to comply with the above policy/procedures or a repeated pattern of behavior may result in progressive discipline including but not limited to Saturday school or suspension.

Closed Campus/Security Violation (level 2): Leaving school property without following proper sign-out procedures; walking into the parking lot or to a vehicle during any part of the school day without administrative authorization; failing to follow the Closed Campus Policy as outlined in the Student Handbook. For security purposes, propping exterior doors (Ex: Using a pencil or rock in the doorway so the door does not lock) to allow access to the building other than the main office entrance is strictly prohibited.

Criminal Acts (level 4): Committing or participating in any act prohibited by federal or state law, or local ordinance, when such act affects the safe and orderly operation for the school, including but not limited to an act committed on school property, on school-related transportation, or otherwise related to any school program, function, or activity. School officials may take appropriate disciplinary action regardless of whether a criminal charge results.

Damage/Destruction of Property (level 2): Defacing or damaging school property, classroom materials, equipment, or books, which includes removing of bar codes; defacing or damaging another's property.

Dangerous Article (level 4): Using, possessing, attempting to possess, brandishing or concealing any dangerous article, lighter, instrument, device, material, look-alike, replica, or any other item capable of causing bodily harm. This includes, but is not limited to, knives with blades of three (3) inches or less. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

Dangerous Weapon (level 5): Using, possessing, attempting to possess, brandishing or concealing any weapon capable of causing great bodily injury or death. This includes, but is not limited to, a firearm, dagger, dirk, stiletto, and knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bars, or brass knuckles. The definition of a firearm is based on federal law. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

Dishonesty to a Staff Member (level 2): Attempting to make a person believe as true something false which includes, but is not limited to, failing to disclose information, hiding/covering up information or evidence regarding oneself or others, or giving a false name or identification.

Display of Affection (level 1): Physically demonstrating affection that may be considered sexual in nature, which includes, but is not limited to, touching, petting, kissing, or any other physical contact.

Disrespect (level 1): Rude, inconsiderate or disrespectful behavior.

Disruptive Conduct (levels 1-3): Behavior which substantially interferes with the educational process.

Dress Code Violation (level 1): Dressing or using personal adornment which jeopardizes the health, safety, welfare and orderly conduct of the educational process; failing to follow the dress code as outlined in the Student Handbook.

Drugs/Alcohol/Substance Abuse: Mood-altering substances (including counterfeit or look-alike substances), narcotics, drugs, including prescription (Except those for which permission to use in school has been granted pursuant to Board policy. All medications that a student needs to take at school shall be maintained in the office and only accessed through the school staff.), controlled substances, alcoholic beverages, inhalants, anabolic steroids, paraphernalia, other intoxicants, or any other illegal substances so designated and prohibited by state or federal law.

Voluntary agreement to undergo a substance abuse assessment, and taking the assessment seriously, could result in having any suspension reduced.

A. Possession, concealment, use or under the influence of (level 3)
B. Selling, purchasing, bartering, distributing, or intent to do so (level 4)

Explosive Device (level 4): Using, possessing, attempting to possess, brandishing, or concealing any explosive or incendiary device including, but is not limited to, fireworks, firecrackers, and poppers.

Failure to Comply with Discipline Assigned by a Teacher and/or Administrator (level 2): Progressive discipline will be assigned (Ex: Detention to Saturday School to In-school Suspension to Out-of-school Suspension).

Failure to Follow Classroom/School Rules (level 1): Not following the classroom/school rules and/or procedures as determined by a staff member.

False Alarms/Misuse of Emergency Equipment (level 4): Falsely activating the fire alarm system; misusing a fire extinguisher/AED/tourniquet kit; or making a false "911" call.

Falsifying a Document (level 2): Falsifying, forging, or altering a document.

Fighting/Physical Aggression (level 3): Engaging or attempting to engage another in a physical conflict.

Gambling (level 2): Participating in or organizing games of chance to gain money or other items of value.

Hall Pass Misuse (level 1): Abusing the privilege of a hall pass; leaving class without permission.

Harassment (level 2): Behaving in a persistent, annoying, unwanted, or negative manner with the intent of humiliating or upsetting another individual on the basis of race, color, national origin, sex, religion, disability, or age.

Hazing (level 3): Engaging in any method of initiation or pre-initiation into a student organization that causes or is likely to cause physical harm, personal degradation, or disgrace. Permission, consent, or assumption of risk by an individual subjected to hazing does not negate this prohibition.

Instigating, Conspiring With or Assisting Another to Violate Any School Rule (levels 1-5): Student will be subject up to and including the same disciplinary penalty associated with the rule violated.

Insubordination/Defiance (levels 2-3): Refusal or failure, either verbally or non-verbally, to comply with handbook or school regulations; reasonable directions or instructions of school personnel; refusal to identify self to school personnel. This includes being in an unauthorized area (including, but not limited to, multiple students being in a bathroom stall together with the door closed which suggests prohibited behavior such as vaping or the use of other prohibited substances); refusal to leave school grounds at the request of authorized personnel; any failure to cooperate with school personnel in the reasonable exercise of their duties.

Intimidation (Level 2): Intimidating others by the real or implied infliction of physical, verbal, written, electronically-transmitted, or emotional abuse, which includes posturing or attacking the property of others for the purpose of intimidation.

Littering (level 1): Intentionally throwing, dropping, or leaving paper, trash, or other materials in non-designated areas.

Loitering (level 2): Being present in or about the school premises under one or more of the following circumstances: after a reasonable request to leave; without a legitimate purpose for being there; without proper authorization; or after refusing to properly identify oneself.

Minor Physical Incident (levels 2-3): Engaging physically with another person including but not limited to pushing, shoving, slapping, wrestling, or horseplay.

Parking Violation (level 2): Parking improperly or illegally, or failing to register a vehicle.

Persistent Offenses (levels 2-4): Engaging in a pattern of repeated or chronic misbehavior and/or persistent disobedience despite interventions may result in a need for greater disciplinary consequences including a recommendation for expulsion.

Physical Assault against School Personnel (level 5): Causing or attempting to cause harm through force or violence to any District employee or against a person engaged as a volunteer or contractor of the District.

Robbery/Extortion (levels 3-4): Obtaining money, information, or property from another student by threat, intimidation, or coercion.

Safety (levels 1-2): Verbal or non-verbal acts that impede the safety of oneself or others. Examples include, but are not limited to, running in the building, throwing objects in the school setting, etc.

Sexual Misconduct & Behavior:

A. Criminal Sexual Conduct (level 5): As defined by Michigan law (MCL 750.520b,c,d,e,g) including but not limited to unwelcome sexual touching or sexual penetration by force or coercion.

B. Sexual Harassment (levels 2-3): Including unwelcome sexual advances, unwelcome requests for sexual favors or intimidating, hostile or offensive verbal, non-verbal or physical conduct of a sexual nature. See Sexual Harassment Policy.

C. Sexual Activity (level 4): Inappropriate sexual behavior, even when consensual, on school property or during school related activities.

D. Indecent Exposure (level 4): Displaying one's private parts to one or more people in public view, usually with the intent to shock the unsuspecting viewer.

Smoking/Tobacco Product (level 3): Using, selling, purchasing, distributing, possessing, or attempting to possess tobacco, vaping, or juuling products in any form.

Technology Misuse (level 3): Violating the Acceptable Use Policy for Technology and Telecommunications; using AI, cameras, computers, copiers, cell phones, or other similar equipment without permission, or for illegal, inappropriate, or obscene purposes.

Theft (levels 2-3): Stealing, attempting to steal, possessing, or transferring school or private property, or participating in the theft or attempted theft of school or private property.

Threat/Harassment against School Personnel (level 4): Intentionally causing or attempting to cause intimidation to any District employee or against a person engaged as a volunteer or contractor of the District.

Threat of Serious Bodily Harm (level 4): Threatening another, either verbally or non-verbally, with death or serious physical injury which may create a fear of actual harm. Includes threats made by electronic means.

Threats of Violence (level 4): Including but not limited to, bomb threats, shootings, etc directed at students, staff, a school building, school property, or a school-related event. Includes threats communicated verbally, electronically (such as social media, text, etc.), written, and all other forms of communication.

Trespassing (level 3): Being in or on a school building, on school property, or at a school-sponsored event without permission or authorization.

Truancy/Unverified Absence (level 2): Being out of scheduled classes without permission or failing to follow proper attendance sign-in or sign-out procedures; skipping;

Vandalism (level 3): Destroying, defacing, or damaging property in a willful or malicious manner, that includes, but is not limited to, acts of graffiti, tagging, or marking.

Vehicular Violation (level 2): Using a vehicle inappropriately on school property; speeding; driving unsafely; or driving, riding, or being in or on a vehicle during any part of the school day without administrative authorization.

Violent Comments/Content (level 1-3): Including but not limited to verbal, nonverbal, gestures, drawings, images that suggest, imply, or depict violence.

Code of Conduct Infraction Levels

Level 1 Infractions (Conduct that impedes orderly operation of classroom or school)
Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has documented and taken progressive disciplinary actions and has initiated contact or communicated with the student and parents. Thereafter the classroom teacher may refer the student to the office through a written referral. However, teachers may write referrals directly to an administrator when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

Level 2 Infractions (Conduct that is serious or illegal)
Normally, a student who commits a Level 2 violation will be subjected to disciplinary actions at the discretion of the administrator. Parent or guardian contact may be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter.

Note: Any student who commits a Level 2 violation may be denied participation in any school or school-related, extra-curricular or co-curricular activity or event. Furthermore, the administration reserves the right and discretion to notify the Williamston Police Department or other proper authorities in the event of Level 2 Infractions.

Level 3 Infractions (Conduct that is serious or illegal)
A student who commits a Level 3 violation will be suspended and subjected to other disciplinary actions at the discretion of the administrator. Parent or guardian contact may be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter.

Note: Any student who commits a Level 3 violation will be denied participation in any school or school-related, extra-curricular or co-curricular activity or event. Furthermore, the administration reserves the right and discretion to notify the Williamston Police Department or other proper authorities in the event of Level 3 Infractions.

Level 4 Infractions (Conduct that is serious or illegal and is potentially life or health threatening)
A student who commits a Level 4 violation will be suspended, may be recommended for expulsion from Williamston Community Schools, may be subjected to legal action, and/or may be subjected to other disciplinary actions at the discretion of the administrator. Students expelled from Williamston Community Schools may be reinstated in accordance with Board of Education policy. Parent(s)/guardian(s) may be required to meet with school personnel and, if necessary, the proper authorities.

Note: Any student charged with a Level 4 violation will be denied participation in any school or school-related, extra-curricular or co-curricular, activity or event. Furthermore, the administration reserves the right and discretion to notify the Williamston Police Department or other proper authorities in the event of Level 4 Infractions.

<u>Level 5 Infractions</u> (Conduct that is extremely serious, illegal and is potentially a great threat to life or health)

A student who commits a Level 5 violation will be suspended, recommended for permanent expulsion from Williamston Community Schools, subjected to legal action, and/or other disciplinary actions at the discretion of the administrator. These consequences are in compliance with the *Safe Schools Act* (MCL 380.1311). However, as modified by 380.1310d, before suspending or expelling a student for these infractions, the Administration must consider the following factors:

- The student's age,
- The student's disciplinary history,
- Whether the student has a disability,
- The seriousness of the violation or behavior,
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member,
- Whether restorative practices could be used to address the violation or behavior, and
- Whether a lesser intervention could properly address the violation or behavior.

*Note – these factors do not apply when a student possesses a firearm in a weapon-free school zone.

With regards to a dangerous weapon, there is a rebuttable presumption that expulsion for possessing the weapon is not justified if the School Board or its designee determines in writing that the student has established that he or she fits under of the exceptions listed below by clear and convincing evidence, and that the student has no previous history of suspension or expulsion:

- The object or instrument was not possessed for use as a weapon (or delivery for another person to use as a weapon)
- The student did not knowingly possess the weapon
- The student did not know or have reason to know that the object constituted a dangerous weapon
- The student had the weapon at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Students expelled from Williamston Community Schools may be reinstated in accordance with Board of Education policy. Parent(s)/guardian(s) will be required to meet with school personnel and, if necessary, the proper authorities.

Note: Any student charged with a Level 5 violation will be denied participation in any school or school-related, extra-curricular or co-curricular, activity or event. Furthermore, the administration reserves the right and discretion to notify the Williamston Police Department or other proper authorities in the event of Level 5 Infractions.

<u>Disciplinary Consequences</u>

***Not in strict order of severity; administrators have the full discretion to determine the appropriate consequence(s) to fit the behavioral infraction(s) in question.**

- Student Conference
- Warning/Correction/Redirection
- Parent Phone Conference
- Parent Conference

- Denial of Privilege (such as prohibited from attending or participating in athletic/extracurricular activities)
- Confiscation of Property
- Booting or Towing of Vehicle
- Restitution
- Removal from class
- Removal/Suspension from Bus
- Detention
- Saturday School
- Suspension (short-term, 1-10 days)
- Suspension (long-term, 11-45 days as assigned by the Superintendent)
- Expulsion (Up to 180 school days as decided by the School Board)
- Permanent Expulsion (180 school days with application for re-admittance as decided by the School Board)
- Referral to Substance Abuse Assessment
- Referral to Agency/Law Enforcement (mandatory for all drug and alcohol related offenses)

In all disciplinary cases, the administration may elect to employ after school detention, Saturday School, suspension, mediation and/or other disciplinary measures deemed appropriate and not specifically outlined here, in lieu of or in addition to other discipline. (See below for description of penalties.)

The severity of the offense, a continuation of misconduct, and/or persistent disobedience, may result in more severe consequences than those outlined here including a recommendation for expulsion.

The following may be considered when applying the Code of Conduct to a student's behavior:

- Cooperation/honesty
- Severity of offense
- Level of disruption to the learning environment
- Prior infractions/offenses
- Responsibility or level of ownership and willingness to make changes
- Willingness to participate in Restorative Justice (if applicable)
- Discipline involving students with disabilities will be applied in a manner consistent with applicable student discipline procedures as well as federal and state laws.

<u>Restorative Justice Practices</u>
Administrators should consider using restorative practices as an alternative or in addition to suspension or expulsion. Restorative Justice should be the first consideration for infractions such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damaging property, class disruption, harassment, and cyberbullying.

Restorative practices may include target-offender conferences that:

- Are initiated by the target;
- Are approved by the target's parents or legal guardian or, if the target is at least 15, by the target directly;
- Are attended voluntarily by the target, a target advocate, the offender, members of the school community, and supporters of the target and the offender;

- Provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm.

The attendees of the conference may require the student to apologize; participate in community service; restoration of emotional or material losses, or counseling; pay restitution, or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Classroom Progressive Discipline Procedures

Teachers are expected to use progressive discipline which includes:

1. Explanation of established classroom rules, disciplinary procedures, and consequences.
2. Teaching, modeling, and practicing appropriate behavior throughout the year.
3. Parent/guardian contact where a pattern of misbehavior exists or where there is extreme misbehavior.

Where a student's behavior is inappropriate and/or disrupts the class, the following procedure will apply:

1. Teacher will speak to the student regarding inappropriate behavior and one detention may be assigned.
2. Teacher will assign one additional detention (see process to assigning a detention above) and contact parent/guardian(s).
3. Student will be sent to administration; administrator may assign progressive discipline (Saturday school, in-school suspension, or out of school suspension depending on the severity of the code-of-conduct violation); administrator contacts the parent/guardian to inform parent/guardian of the situation/assigned discipline and explain that continued misbehavior can lead to loss of class and credit.
4. In-person parent/guardian conference with teacher and administration.
5. Extreme or continued misbehavior can result in removal from class for the balance of the semester.

*In the case of extreme class misbehavior, an administrator, in consultation with the teacher, may elect to skip progressive steps.

Detention

A teacher or an administrator may assign a student to after-school detention for class misbehavior or other infractions. Detentions must be served within ten school days of the date the detention was issued. Detentions may be served on Tuesdays and Thursdays and are held in room A3 from 3:20-4:20 PM..

A student and his or her parent/guardian(s) will be presented with an electronic or hard copy, if necessary, of the detention notice with the offense and the number of detentions assigned.

If a student fails to serve the assigned detention within the ten school day period, a Saturday School (progressive discipline) will be assigned by administration.

Detention Expectations:

- Students must be on time (3:30 PM) and remain in detention for the full hour for the detention to be considered served.
- Students must sign in when attending detention so there is record of their attendance.
- Cell phones must be turned in when checking into detention.
- Detention is a quiet study period; students may read or complete academic work. Students are not allowed to sleep or play on electronic devices.
- Students are to remain in their seat for the duration of the detention period. Students are not allowed to talk, move around, or interact with other students.
- Should the student fail to serve the detention within ten (10) school days, leave the detention session early, or be removed from detention for failure to follow the detention expectations the student will be assigned a Saturday school (progressive discipline) by administration.
- Parents/guardians are responsible for providing transportation.

Saturday Academic School

The administration may assign a Saturday Academic School in lieu of an out-of-school suspension. The Saturday Academic School is held from 8:00 AM to 11:30 AM in the library media center and is supervised by two paraprofessionals. The student in Saturday Academic School is required to study or read and may not sleep, play games or cards, or use any personal electronic device. Transportation to and from Saturday Academic School is the responsibility of the student's parents/guardians. Should a student disrupt or be insubordinate he/she may be removed and given an out-of-school suspension equivalent to the number of days he/she was originally assigned to Saturday Academic School. The process of appeal for Saturday Academic School will be the same as for a short-term suspension (see "Suspension Appeal Process" below). A student who fails to serve a Saturday Academic School will be given a one day suspension from school.

Snap Suspension

Snap Suspension: In accordance with State law and Board of Education policy, snap suspensions may be issued by teachers in accordance with the following definitions, policies, and procedures. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one day for violation of the following inappropriate behaviors as defined by the student discipline code of conduct: 1) harassment/bullying and/or sexual harassment; 2) profanity/obscenity; 3) insubordination/insolence; 4) gross misbehavior. Note: All other violations of school policy should be referred to school administration. Snap Suspension Procedure 1. The teacher must complete a referral form to inform administration of the suspension before the end of the class, subject, or activity. 2. The teacher must send the student being suspended (with an escort) to the office as soon as the student is removed from the class. 3. The teacher will contact the parent/guardian of the student by phone by the end of the day, or in writing within two school days, to request that the parent/guardian attend a conference to discuss the student's inappropriate behavior. An administrator will be present at the conference if requested. The school counselor, psychologist, or social worker shall also attend this meeting if requested by the parent/guardian or school. 4. The student shall not be returned to the classroom that day unless the teacher and administrator agree it is appropriate. 5. The teacher will maintain written documentation of the snap suspension and place a copy in the student's discipline file.

In-School Suspension

The administration may assign an in-school suspension in lieu of Saturday School or out-of-school suspension. The in-school suspension is held during the school hours and is supervised by a staff member.

Students in are required to bring their books and school materials. During the day the students will work on class assignments provided by their teachers and may meet with their counselor. The students will receive full credit for work completed while in in-school suspension. The students will be separated from their peers for the school day and they will not be allowed to participate in extracurricular activities from the beginning of the first day of in-school suspension until the close of the school day on the final day of in-school suspension. The students may not sleep, play games or cards, or use any personal electronic device. Should a student cause a disruption, or be insubordinate to the staff member, he/she will be given an out-of- school suspension equivalent to the number of days he/she was originally assigned to in-school suspension.

Before the suspension is issued, the student shall be informed of the specific charges and have the opportunity to respond to the allegations. The administrator shall provide written or telephone contact, if possible, to the parent/guardian of the suspension, its cause and its length. The principal or designee's decision on the short term suspension is final.

Short Term Suspension (1-10 school days)
A principal or designee may suspend a student from school or any school function for up to ten (10) school days for violation of the Student Code of Conduct.

A student on suspension is not allowed on campus, including extra-curricular participation or activities from the time the suspension is imposed until midnight of the final day of suspension. A suspended student is allowed full make up privileges - homework assignments, quizzes, chapter, unit, quarter, and final exams.

If a student is suspended prior to 4th hour (the first half of the school day), the student can be sent home once parent/guardian contact is made and that day will be counted as a day of suspension.

Before the suspension is issued, the student shall be informed of the specific charges and have the opportunity to respond to the allegations. The administrator shall provide written or telephone contact, if possible, to the parent/guardian of the suspension, its cause and its length. The principal or designee's decision on the short term suspension is final.

Long Term Suspension (11-59 school days)
The superintendent may suspend a student from school or any school function up to and including 59 school days for violation of the Student Code of Conduct.

A student on suspension is not allowed on campus, including extra-curricular participation or activities from the time the suspension is imposed until midnight of the final day of suspension. A suspended student is allowed full make up privileges - homework assignments, quizzes, chapter, unit, quarter, and final exams.

The principal or the designee may suspend a student pending the long term suspension hearing before the superintendent. A written notice of any proposal to long-term suspend and the charges upon which the long-term suspension is based shall be given to the student or the student's parents/guardians. The notice of the proposal for a long-term suspension shall state the time, date and place that the student will be afforded an opportunity for a formal hearing before the Superintendent. The parent/guardian or student

will be provided at least 3 calendar days' notice before the hearing. A copy of the Board policy and the administrative procedures shall also be given with the notice.

Upon the conclusion of any formal hearing which results in a long-term suspension, the Superintendent (Hearing Officer) shall make a written report of the findings and results of the hearing. The report shall be directed to the Board and shall be open to the inspection of the student who is suspended, and if the student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the student. The Superintendent or designee's decision regarding a long-term suspension is final.

Superintendent Expulsion (60-179 school days)

"Expulsion" means a complete severance of the relationship between the student and the District for 60-179 school days.

A student may be expelled by the Superintendent for 60-179 days following recommendation by the building administrator or designee. The expelled student will not be allowed to enter school property, attend or participate in any school or school-related activities, including but not limited to, athletic, music, drama, club events, dances, prom, award and recognition events, and commencement.

A written notice of any proposal to expel for 60-179 days and the charges upon which the expulsion is based shall be given to the student and the student's parents or guardians. The notice of the proposal to expel for 60-179 days shall state the time, date and place that the student will be afforded an opportunity for a formal hearing before the Superintendent. The parent/guardian or student will be provided at least 3 calendar days' notice before the hearing. The notice shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her. A copy of the Board policy and the administrative procedures shall also be given with the notice.

At the expulsion hearing, the Superintendent shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Superintendent shall decide the issue of guilt and take such action as he/she finds appropriate.

Upon the conclusion of any formal hearing which results in an expulsion for 60-179 days, the Superintendent shall make a written report of the findings and results of the hearing. The report shall be directed to the Board and shall be open to the inspection of the student who is suspended, and if the student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the student.

Expulsions for 60-179 days may be appealed following the procedures listed below (see "60-179 Day Expulsion Appeal Process"). During a 60-179 day expulsion appeal, the student will remain on out-of-school suspension until the appeal is completed.

Permanent Expulsion

"Permanent Expulsion" means a permanent and complete severance of the relationship between the student and the District.

A student may be permanently expelled only by action of the Board of Education following recommendation by the building administrator or designee. The permanently expelled student will not be

allowed to enter school property, attend or participate in any school or school-related activities, including but not limited to, athletic, music, drama, club events, dances, prom, award and recognition events, and commencement.

A written notice of any proposal to permanently expel and the charges upon which the permanent expulsion is based shall be given to the student and the student's parents or guardians. The notice of the proposal to permanently expel shall state the time, date and place that the student will be afforded an opportunity for a formal hearing before the Board. The parent/guardian or student will be provided at least 3 calendar days' notice before the hearing. The notice shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her. A copy of the Board policy and the administrative procedures shall also be given with the notice.

Upon any conclusion which results in a recommendation to the Board for permanent expulsion, the Superintendent shall submit a written report detailing the reason(s) for the recommendation to the Board. The report shall be open to the inspection of the student who is being recommended for permanent expulsion, and if the student has not attained 18 years of age, to the student's parents or guardians and counsel or other advisor of the student. If the student is 18 years of age or older, the report shall be open to inspection by the parents or guardians and counsel or other advisor of the student only upon written consent of the student.

At the permanent expulsion hearing, the Board shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided due process.

Student:

- Notice of the alleged violation
- Opportunity to present his/her side of the story
- Opportunity for a speedy and impartial conference with the principal, assistant principal, or principal's designee

Parent:

- Notification of the alleged violation
- Opportunity for a speedy and impartial conference
- Written notification of the suspension/expulsion
- Opportunity to appeal the suspension/expulsion decision. See "Suspension Appeal Process" below

A student with an Individualized Education Program ("IEP") or Section 504 Plan is also entitled to additional rights under state and federal law if facing a potential removal from school exceeding ten (10) school days.

60-179 Day Expulsion Appeal Process

Any student who has been expelled for 60-179 days may appeal the expulsion to the Board by filing a written notice of the appeal with the Board Secretary not later than 10 calendar days after receiving written notice of the 60-179 day expulsion.

The student and his/her parents or guardians shall be notified in writing of the time and place of the appeal hearing at least three days prior to the appeal hearing. The appeal hearing shall be conducted in accordance with the procedures stated above. The Board's decision is final.

Suspension and Denial of Athletic and Extracurricular Activities

On any and all days a student is serving suspension, that student correspondingly is denied all participation and attendance at any District-sponsored athletic or extra-curricular activity. If a suspension involves days that include a weekend, the denial extends to all District-sponsored or extra-curricular activities during that weekend. If a student serving suspension fails to adhere to this policy, it is considered *Trespassing* per the WHS Code of Conduct and results in additional days of suspension.

Student Athletic and Activities Code of Conduct (SAACC)

Representing Williamston High School in interscholastic athletics and activities is a privilege and not a right. Students who participate in interscholastic competitions and activities are expected to r**epresent the highest ideals of character** by exemplifying good conduct, citizenship, sportsmanship, and training. The student's conduct and citizenship reflect on the student, his or her team, club, or group, as well as our school and community.

When a student participates in interscholastic competitions and activities, he/she agrees to abide by the Student Athletic and Activities Code on Conduct (SAACC) throughout his/her high school career. A student may not attend or participate in athletics or activities until he/she has submitted a signed acknowledgement form agreeing to comply fully with the SAACC. This code applies to all students including candidates, members, and managers of all school-sponsored teams, clubs, and activities.

Calendar Application of the Athletic and Activities Code

The SAACC will be applicable to all students from the first day of practice (including tryouts) for any Fall sport or activity until the conclusion of the 6th-hour final examination period of the Spring semester. Additionally, the SAACC applies to students whether or not they are "in season" or "off season." For individuals, teams, or activities that compete beyond the conclusion of the academic year, the SAACC will extend through the post-season and awards event for that team or activity.

Time and Place Applications of the SAACC

The SAACC is not limited to student conduct at school-sponsored events and activities or on school property. Rather, the SAACC applies on a 24-hour basis and has no limitation as to the place of the conduct.

Consequences and Penalties Applications of the SAACC

The same consequences and penalties apply equally for both in-season and off-season violations. Likewise, once a student is elected to a leadership position or cast a role in a play/musical, consequences and penalties apply for violations from the elected/casted date until the end of the term of office or the end of the play/musical. Specific to student/athletes, if a student is not currently participating in a sport when the

violation occurs, the consequences and penalties will be applied to the next athletic season in which the student participates.

Infractions

The following list of infractions is not all inclusive. Other misconduct may give rise to discipline.

1. Violation of any team, club, or group conduct or training rule established by the coach or adviser and approved by the Administration.

2. Violation of the WHS Student Code of Conduct which results in a school suspension.

3. Gross misconduct or conduct unbecoming a student athlete or activities participant.
    a. Substance Abuse
        i. Possession, concealment, sale, purchase, barter, delivery or intent to do so, as well as the use or under the influence of:
            - Tobacco or tobacco products in any form including but not limited to e-cigarettes, vaporizers, chewing tobacco, or cigars;
            - Alcohol or alcoholic beverages of any kind;
            - Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and or state law;
            - Devices designed for and/or associated with the use of controlled substances, e.g., to include but not limited to pipes, clips, rolling papers, or devices use to smoke, inhale, inject, or otherwise consume controlled substances.
            - Steroids, human growth hormone, or other performance-enhancing drugs;
            - Substances represented as illegal or performing-enhancing drugs, i.e., "look-alike" drugs; mind-altering substances.
            - Misused prescription drugs.
    b. Violations defined by the Williamston High School Code of Conduct which include, but are not limited to: fighting, physical assault, hazing, sexual misconduct, theft, shoplifting, weapons, and bullying including cyber-bullying.
    c. Violations of federal, state, or local laws or ordinances including felony or misdemeanor acts other than traffic offenses. Conviction is not necessary to establish a violation of the SAACC, but will be determined through an independent school investigation and may result in a consequence or penalty.

If the SAACC or other school policies or procedures do not cover situations that arise, the Administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.

Consequences or Penalties for Student Athletes and Participants

A student athletic or activity participant who is suspended from school due to a violation of the WHS Code of Conduct or who engages in gross misconduct or conduct unbecoming of the SAACC will be subject to disciplinary action as outlined below with the following exceptions:

- National Honor Society - 1st infraction results in removal from the Society.
- Business Professionals of America – 1st infraction results in removal from the organization.

These exceptions are a direct result of behavioral standards set within those organizations.

If the student commits a subsequent offense while a previous consequence is still being served, the subsequent consequence will not begin until the first consequence has been fully served.

1. First Offense – Suspension from 25% of the athletic or activity season. Suspension from games and activities could impact two sport or activity seasons. If the violation occurs when less than 25% of the season remains, the rest of the suspension will be prorated into the next athletic or activity season in which the student participates even though it may carry over into the next school year. Additionally, the student will lose all captain or leadership positions for the remainder of the current school year (this may carry over to multiple athletics or activities). The student may be allowed to participate in practices for conditioning purposes during the suspension (scrimmages are viewed as practice and not competitions). The suspended student may not wear the team uniform during the suspension and may also be required to participate in mediation/conflict resolution/restorative justice or counseling.
2. Second Offense – Termination of participation in the athletic or activity for one full season. If the violation occurs during the season, the rest of the suspension will be prorated into the next athletic or activity season in which the student participates even though it may carry over into the next school year. Additionally, the student will lose all captain or leadership positions for the remainder of the current school year (this may carry over to multiple athletics or activities). The student may be allowed to participate in practices for conditioning purposes during the suspension (scrimmages are viewed as practice and not competitions). The suspended student may not wear the team uniform during the suspension and may also be required to participate in mediation/conflict resolution/restorative justice or counseling.
3. Third Offense - The student will be ineligible to participate on any other team or activity for one calendar year. The student may also be required to participate in mediation/conflict resolution/restorative justice or counseling.
4. Fourth Offense – Termination of any future participation in the entire athletic and activity program and forfeiture of all school awards. The student may also be required to participate in mediation/conflict resolution/restorative justice or counseling.

Consequences or Penalties for Student Leaders

1. First Offense – Loss of all leadership positions for the remainder of the school year. Students who violate this policy after elections in the spring will be removed from the leadership position (captaincy, presidency, or other office) for the next school year. The student may be allowed to participate in meetings or activities after nine (9) weeks, but not in a leadership role. The student may also be required to participate in mediation/conflict resolution/restorative justice or counseling.
2. Second Offense – Loss of all leadership positions for one calendar year and forfeiture of all awards for the position. The student may also be required to participate in mediation/conflict resolution/restorative justice or counseling.
3. Third Offense – Permanent termination from all leadership positions, and forfeiture of all awards. The student may also be required to participate in mediation/conflict resolution/restorative justice or counseling.

If a student chooses to quit the team or activity rather than accept the consequences, the consequences will still be enforced in the next season in which the student chooses to participate. After three complete seasons have completed and the student has not received further discipline, they are eligible the next

season. The Administration reserves the right to make discretionary decisions if major, significant, or unique situations occur.

Self-Disclosure

A student who voluntarily discloses to a Williamston school official or employee a need for assistance for alcohol or substance abuse prior to any report, charge of complaint under the SAACC will be required to follow the chemical assessment/treatment procedures outlined below. Reporting after an incident that might give rise to discipline will not be considered "self-disclosure." The student who self-discloses will not be charged with a violation of the SAACC and this option is available only once to a student during high school.

1. Satisfaction of the assessment/treatment requirements must be verified in writing by a licensed agency.
2. Any expense incurred for the chemical assessment or treatment program will be the responsibility of the student and not Williamston Community Schools.

Disciplinary and Appeal Processes

Before any consequence takes place, the Administration will verbally advise the student of the alleged violation and the student will have an opportunity to respond. All suspension and consequences will begin from the date of the written notice of the violation. The student will be excluded from participation in practices and contests during the pendency of all appeals. However, the decision to permit the student to attend (but not participate in) practices and contests during the appeals process is discretionary with the team coach or activity adviser.

Athletic Violations Level I Appeal – Review Council

The student must submit a written appeal within five school days of the written notice of violation. Athletic violations must submit the appeal to the Athletic Director. The Athletic Director will convene the Review Council to hear the appeal and make arrangements for the student to appear before the council which is required as a part of the appeal process. The Review Council will be composed of the Athletic Director and three athletic coaches. Head coaches from the athletic team of the student who is appealing will not be eligible to hear the student's appeal.

The Review Council will meet with the student, hear a verbal appeal, and then issue a written determination within five days of the hearing. The Athletic Director-will present the decision to the student.

Extra-curricular Club/Activities Violations Level I Appeal – Review Council

The student must submit a written appeal within five school days of the written notice of violation. Extra-curricular club/activity violations must submit the appeal to the Assistant Principal. The Assistant Principal will convene the Review Council to hear the appeal and make arrangements for the student to appear before the council which is required as a part of the appeal process. The Review Council will be composed of the Assistant Principal and three activity advisers. Advisers from the activity of the student who is appealing will not be eligible to hear the student's appeal.

The Review Council will meet with the student, hear a verbal appeal, and then issue a written determination within five days of the hearing. The Assistant Principal will present the decision to the student.

Level II Appeal – Principal

Within five school days of receipt of the written response from the Review Council, the student may appeal the decision to the Principal. The Principal will meet with the student and issue a determination within five school days.

Level III Appeal – Superintendent

Within five school days of receipt of the written response from the Principal, the parent or guardian of the student may appeal the decision to the Superintendent. The Superintendent will issue a determination within five school days. The decision of the Superintendent is final.

GENERAL SCHOOL INFORMATION

Accessibility and Special Accommodations

Requests for accessibility and special accommodations should be made to the main office.

Accident Reports

Any student who has an accident in school must report it to his/her teacher if the accident occurs in the classroom. If an accident occurs at any other time of the school day, it should be reported to the main office.

Age of Majority

Students 18 years of age and older are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access to their student records.
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Sign permission slips and forms requiring parent signature, sign themselves in and out of school and may verify their own absences.

NOTE: All school attendance standards and behavioral expectations continue to apply to students regardless of their age.

Eligible students who wish to assert these rights should register their intent by scheduling a meeting with the assistant principal. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

A copy of the completed form will be sent to the student's parent, who should sign an acknowledgment statement and return a copy to the school. When a copy of this completed form has been received from the parent, it will be retained in the Assistant Principals' Office.

Parents/Guardians should be advised that once an eligible student has registered their intent as stated above, all school related communication will be handled through the student and **not** the parent/guardian or home. However, *the administration reserves the right to advise parents/guardians of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.*

Canine Contraband Detection Program

The overall intent of the use of detection canines on the school campus is to deter the presence of contraband items on school property. Policy incorporates routine inspections of such areas as: lockers, gym areas, common areas and parking lots. Inspections are performed on a random basis ensuring consistency of areas searched. The canines are capable of detecting the following items:

Illicit Substances:	marijuana, heroin, cocaine, methamphetamine
Alcoholic Beverages:	beer, wine, liquor
Gunpowder:	ammunition, guns, fireworks
Medications:	normally both prescription and over the counter medications commonly subject to abuse
Bombs:	explosives, and other incendiary devices

Change of Address/Telephone Number

Students or their parents/guardians shall immediately report any change in a student's name, home address, mailing address, or telephone number to the main office.

Emergency Medical Authorization

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

Fines/Fees

All basic instructional materials are provided to students for their use during the school year. However, fees are assessed for class dues, parking permits, and other items or activities.

Students are responsible for all class instructional fees, deposits, books, materials, supplies, equipment, and facilities assigned to them or provided for their use. Abuse, damage, or loss of these items will result in payment for the items lost or damaged, and possible disciplinary action. If fines and fees remain unpaid, the administration reserves the right to take prudent measure to recover the costs including denying privileges and informational access.

Fire Alarms and Extinguisher

If a student witnesses a fire in the building, the student should report it to the nearest staff member or administrative office. A very serious violation of both school policy and State law occurs when false fire alarms are pulled or fires are falsely reported. The same also holds true when a fire extinguisher is misused or abused.

Fire Drills

Fire drills are held at regular intervals during the school year for the purposes of acquainting students and faculty with standard procedures in case of emergency. Fire drills and/or fires are signaled by continuous blasts from the fire alarms and flashing lights. When it sounds, adhere to the following guidelines:

1. All students, staff members, and visitors must leave the building immediately and be at least 100 feet from the building. Teachers will direct students to exit the building utilizing the fire exit routes

that are established for each room. The fire exit route and procedures for each classroom are be posted in that classroom.

2. All doors and windows should be closed and lights turned off after the last person is out of the room.
3. When evacuating, students should walk rapidly in a calm, quiet, and orderly manner leaving all work materials in the room.
4. If students get to a blocked exit, they should reverse direction and warn others to use another exit.
5. Teachers are to remain with their class and take roll immediately upon evacuation. Any missing students should be reported immediately to a public safety official or building administrator.
6. The all-clear signal for safe return will be by administrative directive. Students will remain outside the building until the all-clear signal is given.

Grievance Procedures/Nondiscrimination

Nondiscrimination: The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students regardless of gender, religion, race, color, national origin or ancestry, age, disability, sexual orientation, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Complaint Procedure: If any person believes that the Williamston Community Schools or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1984, (2) Title IX of the Education Amendment Act of 1972. (3) Section 504 of Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint which shall be referred to as a grievance, to either of the District's Civil Rights Coordinators:

Dr. Adam Spina, Superintendent
Williamston Community Schools
418 Highland Street
Williamston, MI 48895
(517) 655-4361

Dr. Steven Delp, Principal
Williamston High School
3939 Vanneter
Williamston, MI 48895
(517) 655-2142 (7001)

The coordinators, on request, will provide a copy of the District's Grievance Procedure and investigate all complaints with this procedure. A copy of each of the Acts and the Regulations, on which this notice is based, may be found in the Superintendent's Office.

Immunizations

State Law and the Ingham County Health Department prohibit a principal or teacher from admitting children to school without the required immunizations. All health records will be reviewed upon entering high school and those students whose records are not up to date will be notified by the administration and face possible exclusion.

Inclement Weather Emergencies and School Closings

During the year, it may become necessary to close school, delay the opening of school, or dismiss school early. Information regarding closings or delays will be available from the district website at www.gowcs.net or local television and radio stations. The District will also use School Messenger, an automated notification system, to inform parents/families. Directions for enrolling in School Messenger can also be found on the District website. Parents may keep students home if it is felt it is unsafe to travel to school

due to weather conditions. In the event of a delay, students should arrive at school no more than 15 minutes before the announced start time.

In addition, if Mason Schools close, the Wilson Talent Center will also close.

Lost and Found

The lost and found is located in the Principal's Office. It would be a good idea to also inform the custodial staff if you lose something during the day, so they may check the waste barrels while they are cleaning. All found articles are to be taken to the Principal's Office. The school does not accept responsibility for any items that are lost or stolen.

Media Center

The Media Center is open daily and students may use the Media Center before and after school, or during lunch periods if classes are not utilizing it. At other times, students may enter the Media Center with a written pass from a regular classroom teacher or administrator. Passes must be presented to the media center personnel.

To access the computers in the Media Center, or any lab, students must complete the contractual form entitled "Williamston High School Acceptable use Guidelines for Technology and Telecommunications". The completed and signed agreements are filed in the Media Center. See Technology Guidelines for a sample copy of this document. Students will retain the same account for the time they attend Williamston High School. For help with accessing electronic information retrieval sources, students should request assistance from a Media Specialist.

Students must have their student identification card to check out materials.

All food and beverages are prohibited in the media center.

Messages

Messages for students will be taken or delivered only in case of emergency. Do not ask to have classes interrupted for such messages as reminders of after-school appointments or requests from friends. In general, messages will be considered emergencies only when they come from parents who absolutely must reach the student.

Military Recruitment Opt-Out

The *Every Student Succeeds Act* includes a requirement that high schools provide military recruiters, upon request, the names, addresses and phone numbers of all students unless the parents or the student request that it NOT be released. If parents do not want their child's personal information released to military recruiters you must notify the school in writing.

Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the school 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 place where records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the records as requested by parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parent/Teacher Conferences

Parent/Teacher Conferences will be offered once each semester. Families will have the option to attend conferences in person or virtually.

Parental Involvement (Including Visitation of Classrooms)

The administration recognizes the central role that parents play in the education of their children and supports the active involvement of parents in the educational process. The administration encourages parents to maintain regular contact with their children's teachers and further recognizes that parents may wish to familiarize themselves with their child's learning environment by observing the instructional activity therein. In making such observations and visits, the administration asks that parents understand

the administration's responsibility to safeguard the learning environment for all students and be sensitive to the disruption that may result.

1. Parents/guardians will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

    a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

    b. Parents/guardians may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2. Parents/guardians will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

    Parents/guardians must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a parent/guardian observation unless the building principal determines that the observation would disrupt the class or course or if protocols have not been followed. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents/guardians who want to observe instructional activities also must adhere to Board Policy 9230.

    Parents/guardians are not permitted to observe testing. Observations may not be recorded.

3. Parents/guardians may inspect and review their student's education records, upon written request, consistent with Board Policy 8940 and state and federal law.

Pesticide Application

At the beginning of each school year, school administrators shall notify parents/guardians of children attending that school of the right to be informed prior to any application of a pesticide at that school. The notice shall include a statement identifying the pesticide, the location of application, and the date of application. (A "pesticide" is defined as a "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests or intended for use as a plant regulator, defoliant, or desiccant." MCL 324.8305(4))

Posters

All posters, flyers, and notices placed in the school must have administrative approval.

Seniors (12th Grade) - Last Day of School

The last required school day for seniors is the Friday before Memorial Day. However, educational services will continue to be offered for those seniors who need services provided (examples include the need to complete classes, turn in work, take tests, etc.).

Service Animals

Service animals are allowed on district property (district policy #5032) to assist individuals with disabilities. Animals might be present in a wide variety of locations throughout the school day, to include buses and before and after school events. Should you have questions or concerns regarding the authorization or use of service animals, please contact the building principal.

Student Records

Federal law requires that school districts notify parents and guardians yearly of their right to review their student's educational records. Parents and guardians, wishing to initiate such a review, may be informed of proper procedures by contacting the appropriate building principal. Parents of special education students should notify the Director of Special Education.

Telephones

Students may use office phones for attendance and school-related calls and emergencies only.

Tornado Watch/Warning/Drills

For safety of students and staff and to comply with State law, the Administration will perform tornado drills each year. A drill is used for the purpose of being prepared if a real emergency situation would arise. Students and staff should know the following terms and the procedures:

1. **Tornado *Watch:*** Tornados are possible. Remain alert for approaching storms and prepare students and shelter locations.
2. **Tornado *Warning:*** A funnel cloud has been sighted or indicated by radar. Move to a place of safety. Follow procedures below.

Steps of Action for Tornado Warning/Drill

1. The signal for a tornado drill will be a verbal announcement on the P.A./Phone Intercom System and/or the emergency signal.
2. Teachers/Staff should immediately direct and accompany their students to designated shelter areas. Students must quickly and willingly accommodate room for others. Students will stand facing out from the wall.
3. *Note:* Individuals that are unable to make it to the designated shelter location should choose an area away from glass windows, wide and tall free span walls and ceilings, and exterior walls (especially West-facing). Small, glassless, low-ceilinged, interior rooms are safer.
4. Silence is extremely important so that directions may be heard and given.
5. Teachers should keep their class rosters with them, remain with classes, make sure drill procedures are being followed, and verify student classroom count.
6. The all-clear signal will be a verbal announcement by P.A./Phone Intercom and/or hall monitors and weather spotters.

Other Procedures

1. In the event that a tornado/severe weather warning is issued during a lunch period, or an assembly or sporting event in the gymnasium, individuals are instructed to immediately take cover in the loading/maintenance hallway between the café and the weight room, the restrooms in the main athletic hallway, the boys and girls locker rooms, and the concessions and training rooms if necessary. Under no circumstances are students to remain in the gymnasium, or rooms with exterior West-facing walls.
2. During a **tornado watch/warning**, building administrators in cooperation with the school liaison officer will be in communication with the Ingham County Emergency Coordinator and Central

Dispatch for weather updates. Secretarial staff members will closely monitor and relay weather information received by telephone, television, and radio bulletins. Weather spotters will remain alert for tornado indicators such as a dark greenish sky, wall clouds, and funnel shaped clouds, large hail, and loud roars like a freight train. There will be no attempt to transport students home until the warning and/or watch is lifted.

3. During a **tornado watch**, weather reports will be monitored closely. At the discretion of the superintendent and transportation director, school will not be dismissed. Staff and students should remain alert and unlock and prepare shelter locations. When a tornado has been spotted you will have 3 minutes or less to take cover before it hits, so be prepared and move quickly. Secretaries will monitor media and administrators will relay information when appropriate.
4. NOTE: tornado procedures and shelter locations are posted in each classroom.

Use of Breath-Test Instruments

An administrator may arrange for a breath test for blood-alcohol whenever he or she has reasonable suspicion that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, disciplinary consequences will be administered. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Visitors

Any visitors entering the building must first report to the main office. Visitors are not permitted unless they have been cleared by an Administrator and issued a visitor's pass. Visitor passes will be issued for specific purposes and limited durations (with a maximum of one day per guest and one guest per student). Students must check with teachers prior to bringing a visitor to class.

Students are not to meet visitors in the school parking lot during the school day. While in the building, visitors must be accompanied by a WHS student at all times. The host student will assume responsibility for the guest. No visitors will be allowed during the first week of each semester, during final exam weeks, or during other times that require no class distractions or interferences.

STUDENT ACTIVITIES

Policies And Guidelines

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests, or simply to have fun.

Organizations and Activities

Williamston High School offers many extracurricular activities for its students. These activities are designed to provide learning and growth opportunities over and above the regular curricular offerings. Each organization has a coach or sponsor responsible for the students and programs involved. Students are encouraged to participate in whatever extracurricular activities they can. There are many positive attitudes to be gained by participation. There is opportunity for leadership, socialization with other students, and exposure to opportunities outside of school.

Expectations

Students involved in extracurricular activities are generally the most visible representatives of Williamston High School. The reputation and pride of the school is their responsibility. As part of their responsibility, they are expected to do the following:

1. Abide by the Williamston High School Code of Conduct at all times
2. Obey the expectations and guidelines of the sponsor or coach
3. Display good sportsmanship
4. Be courteous and respectful of others and their property
5. Maintain an adequate academic, attendance, and discipline record in the regular school program
6. Be responsible for all equipment and material issued or entrusted to them

Approved Activities/Fundraisers

All activities sponsored by any school or student organization must be approved by the principal at least one week in advance of the scheduled activity. A calendar of events for the school year must be submitted to the principal by October 1 by each organization. No arrangements or publications of such activities shall take place prior to the principal's approval. All fundraisers must be approved by the principal. Deadlines are October 15, February 15, and June 15. The sponsoring organization shall provide for approval the following information:

1. A description of the nature and purpose of the event
2. The date, time, and location of the event
3. The estimated number of students involved
4. The estimated cost of sponsoring the event.
5. The fee to be charged by participants.
6. A list of faculty and parent chaperones.
7. A list of students responsible for cleaning up.
8. Copies of any notices of advertisements related to the event.

Activity Accounts

All funds received or disbursed by any school-sponsored organization must be handled through an activity accountant. This includes all monies collected by advisors, coaches, or students from events, fundraisers, activities, etc. Money may be deposited in the account maintained in the office by the advisor or treasurer. In order to withdraw money from the account, a check request must be written and signed by the advisor. This request must be accompanied by appropriate bills, receipts, invoices, etc. for the amount requested. The check request and supporting material must be submitted to an administrator for approval. Upon approval, the financial secretary will issue the check to the appropriate individual. A check request must be submitted at least 24 hours in advance of the time it is needed.

Co-Curricular Participation Guidelines

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's experience. A comprehensive and balanced activities program is an essential complement to the basic program of instruction offered at Williamston High School and will enable the student to take maximum advantage of his/her education. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student. Participation in these activities will provide students with the opportunity to develop personal values, skills, and a positive attitude toward work and leisure time activities.

The athletic and visual and performing arts programs will be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels will be established within activities, when feasible, so that students may participate as fully as possible regardless of their ability levels. However, an individual student who attempts to participate in several co-curricular activities simultaneously might, on occasion, be in a position of a conflict of obligations. If it becomes obvious that a student cannot fulfill the obligation of a school activity without continuously inviting scheduling conflicts, that student might find himself or herself in a position of having to withdraw from one or more of the conflicting activities.

Since the athletic and visual and performing arts departments recognize that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, they will attempt to schedule events in a manner that minimizes conflict.

The student should exercise caution when gaining membership on teams and in activities where conflicts are likely to exist. Students have a responsibility to do everything they can to minimize obligations where obvious conflicts in practice and performance times will occur. When a conflict does arise, THE STUDENT must notify the sponsor and/or coach involved immediately.

When a conflict occurs, the sponsor and/or coach will work out a solution that minimizes pressure on the student who feels allegiance to more than one activity. If a solution cannot be found, an appeals committee consisting of the sponsor and/or coach of the activities involved, the athletic director and the school principal will make the decision based on the following criteria:

- The relative importance of each event, ex. Performance vs. Practice, District Finals vs. Concert, District Festival vs. Game, etc.
- The importance of each event to the student.
- The relative contribution the student can make.
- The length of time the events have been scheduled.
- Discussion between the school and the parents.
- Any other contributing factors.

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by either the sponsor and/or coach.

Annually, prior to the beginning of a new academic school year, a committee consisting of the athletic director, the directors of band, choir and drama will meet to discuss the next academic year's calendar of events, address any obvious conflicts in scheduling, and maintain open communication between the fine

arts and athletic departments. Additional meetings of the committee will be scheduled throughout the school year whenever necessary and called by any one member of the committee.

Students should have parental permission to participate in a school activity. STUDENTS ARE NOT ALLOWED TO TRANSPORT THEMSELVES TO AN OUT-OF-TOWN ACTIVITY IN WHICH THEY PARTICIPATE, EVEN IF THEY ARE THE AGE OF MAJORITY.

Clubs and Organizations

All clubs have a membership open to all students who have an interest in the function of the club. Every activity or meeting must be under the direction of a staff member.

Clubs will be organized for the primary purpose of providing service to others. Students who have an interest in organizing a club must secure faculty sponsorship, administrative approval, and follow board guidelines. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal.

Activities, clubs, and societies offered according to interest on a yearly basis include: Business Professionals of America, Equestrian Team, Math and Science Academy, Model United Nations, National Honor Society, PALS, Quiz Bowl, Student Government, and Yearbook (class).

Drama and music offerings include: Bel Canto, Concert Choir (class), Drama Club (musical), Jazz Society (class), Madrigals (class), Marching Band, Symphony Band (class), and Theater Production (class).

Activities, clubs, and societies are subject to change and may not be available every year.

Non-Board Funded, Student-Led Clubs

Various non-Board funded, student-led clubs may also be available for students to join. The District does not financially sponsor these clubs but when properly chartered they are allowed to meet on school grounds at a time, place, and manner controlled by the District; recruit members; access school media; and raise funds if so desired to support their activities.

Creating a Charter

To be properly recognized and approved by the District, a student wanting to form a non-Board funded, student-led club must initially meet with the principal or his/her designee and create a charter that contains the following components:

1. Description of the club and its purpose.
2. Acknowledgement of and full adherence to the District's Non-Discrimination Clause.
3. Agreement that the Administration controls the time, place and manner of the club's meetings and that the Administration may revoke the charter if the club or its members do not follow the charter agreement.

Once the Administration has approved the charter, the club has the right to recruit other students to join as members, post meeting notices, and announce the club as any other Board-funded club does. Non-students may not join the student-led club but may serve as guest speakers or presenters at the discretion of the Administration.

Staff and Faculty Volunteer Hosts and Meeting Locations

It is not a requirement for non-Board funded, student-led clubs to have a staff or faculty host. However, if a staff or faculty member decides to host, it is on a strictly volunteer basis and must adhere to the following guidelines:

1. If the club wishes to meet in an open space such as the Commons or Math/Science pods, no volunteer staff or faculty host is required.
2. If the club wishes to meet in a classroom or other enclosed space, the club must have a volunteer staff or faculty host who is present during the entire meeting in a non-participatory capacity.

Varsity Letter Policy

Varsity letters shall be issued only for participation in competitive events. Competition is defined as students representing Williamston Community Schools via Board-approved student organizations while engaging in activities that challenge students to excel versus peers from other high schools who share similar interests and/or talents. Applicable organizations must compete in multiple competitions during the same school year to be eligible for a varsity letter.

1. Two types of varsity letters shall be issued.

    a. Green Letters: Green varsity letters shall be issued to students who compete in athletics at the varsity level. A pin will be provided to designate the varsity sport for which the green varsity letter is earned. A student will only be provided with one green varsity letter, after which a student will be issued a sports specific pin to designate participation in a new varsity sport or a bar pin to designate repeated year participation in the same varsity sport. Varsity athletic coaches will communicate with the WHS athletic office secretary to ensure green varsity letters are ordered. The coach will distribute the green varsity letters/pins to student-athletes.

    b. White Letters: White varsity letters shall be issued to students who compete in non-athletic school-sponsored clubs, teams, and performance groups. A pin will be provided to designate the non-athletic activity or event for which the varsity letter was earned. A student will only be provided with one white varsity letter, after which a student will be issued an activity-specific pin to designate participation in a new activity or a bar pin to designate repeated participation in the same activity. The coach/advisor of each activity will communicate with the WHS athletic office secretary to ensure white varsity letters are ordered. The coach/advisor will distribute the white varsity letters/pins to the activity participants.

2. Students may be issued a green and white varsity letter if both are earned.

3. Band: The WHS band white varsity letter is grandfathered and will continue to be earned and issued in the same manner. The design of the band letter will not be changed as a result of this protocol.

4. Student organizations/teams eligible to earn a varsity letter must be Board-approved as annotated in Appendix A of the BOE/WEA contract and competitive in nature. WHS administration will determine which WHS student organizations are eligible to earn a varsity letter and their decision

shall be final. WHS administration will collaborate with coaches/advisors to approve what criteria substantiate the achievement of a varsity letter.

5. Changes to this protocol must be approved by the Superintendent.