North Branch High School

Student Handbook

2025-2026

2025-2026 North Branch High School Student Handbook

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Annual Notice of Pesticide Usage

Sexual Harassment and Sexual Assault Information

North Branch High School

6598 Brush Street, North Branch, MI 48461
PO Box 3620
High School Office (810) 688-3001
High School Fax (810) 688-8057
Counseling Office (810) 688-3564
Athletic Office (810) 688-8187
Web site: www.nbbroncos.net

I NTRODUCTION

Copies of this handbook are distributed to all incoming North Branch High School students. Copies can be down-loaded from the NBHS Website or picked up from the High School office. It is the obligation of the student to be aware of all rules, procedures, and possible consequences of their actions. Failure to read the handbook thoroughly will not serve as adequate defense for violation of any rules or procedures of this school. School Board policies regarding the operation of the district can be obtained in any of the district buildings. Appeals regarding policies, application of policies, or actions involving students (disciplinary or attendance) should first be taken up with the administrator making the decision. If the results of the appeal do not resolve the differences, the parent or student may then appeal to the next higher administrative level (principal, then superintendent). The final level of appeal, after exhausting all administrative appeals, is at Board of Education level.

It must be understood that the rules and policies contained in this handbook pertain to our 18-year-old students the same as they do to our younger students. All students should be aware of the fact that all school rules are always in effect throughout the year while they are on school property and at all extracurricular activities (even those held at other schools).

North Branch High School is committed to the concept of providing equal educational and activity opportunities to all members of the student body regardless of race, gender, or physical handicap.

Specific rules and conditions applying to eligibility and participation in Athletics and Instrumental Music are contained in the handbooks relating specifically to those areas. Copies of these handbooks can be obtained from the Athletic Director or the Director of Bands.

A MESSAGE FROM THE BOARD OF EDUCATION

The North Branch Board of Education has a responsibility to assist each individual pupil to assume more responsibility for their own actions as they mature and gain experience. This handbook has been developed to assist our students in knowing our basic rules and regulations and to help our pupils to become responsible, productive, and self- disciplined citizens within the school setting.

We hope that you carefully read the contents and our best wishes for a very successful school year.

The North Branch Area Schools Board of Education

A MESSAGE FROM THE HIGH SCHOOL ADMINISTRATION

Dear Students and Parents:

We would like to welcome everyone to the **2025-2026** school year at North Branch High School. The faculty and staff have been working extremely hard to prepare for this school year. We invite the students and parents to be partners with us in helping to make this year highly successful. The students and community of North Branch have a reputation for success, and we want to continue to build on that tradition.

The Student Handbook has been prepared as a source of important information for students and parents about the school. Every student should read over this information with their parents. It is important that all students and parents understand all of the content within the Student Handbook as it will help to make this year a success. We look forward to meeting and working with each one of you. If ever you have questions or need our assistance, please do not hesitate to contact us.

Sincerely,

Doug Lindsay **Brooke Martin**
Principal **Assistant Principal**

NOTE: This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein.

ATTENDANCE POLICY

Philosophy:

School attendance is a major factor related to academic success. The students of North Branch Area Schools are expected to attend school on a regular basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

Although a student may be absent from school with the approval of his/her parents, students must fully understand that it is the responsibility of the school to adhere to attendance guidelines.

The focus of the attendance program will be maintaining accurate attendance records, identifying and resolving problems, before, as well as guiding students toward more responsible attendance attitudes and habits. Communication and cooperation will be imperative on everyone's part.

Attendance Procedures

Student responsibilities:

- Be prompt, attentive, and prepared for each class.
- To sign in/out through the Main Office when arriving late or leaving early.
  Students MUST have parent permission in order to leave school early.
- To stay within the building or designated areas for the entire school day.
- To know their current number of absences and tardies in each class.
- To seek and make up work for all absences, understanding there is no good substitute for being in class.

Parent Responsibilities:

- To ensure that daily attendance is a priority.
- To know and observe the attendance policies/procedures of North Branch Area Schools.
- To plan appointments and family vacations around the school calendar whenever possible.
- To notify the High School Office within 48 hours of every absence. Notification can be in the form of a phone call, written notice or e-mail.
- To work with the school if the student has a serious attendance problem.

Teacher Responsibilities:

- To create a classroom environment where student learning is enhanced by attendance.
- To start class on time.
- To keep accurate attendance records.
- To contact parents when attendance is hindering student success.

Administration Responsibilities:

- To monitor student attendance.

EXCEEDING ATTENDANCE GUIDELINES

Students exceeding nine (9) absences in a single period over the course of a semester may lose the privilege to participate in extracurricular events and activities sponsored by the high school. This may include the loss of activities, including clubs and athletics that meet after school, attending school dances, attending field trips, and/or parking privileges.

Absences:

1. **Waived Absences**
   Waived absences from school are NOT considered in determining if a student has exceeded the attendance guideline. Examples of waived absences from school are the following: school business, professional appointments, bereavement (see page 6), verified court dates, suspension, and approved military leave. A student absent from school for any reason in this category must contact the main office. If the absences will be for a prolonged period of time, the school should be notified so arrangements can be made for class assignments.

   It is critical that any absence be verified within forty-eight (48) hours of a student's return to school following an absence.

2. **Verified Absences**
   All verified absences from school are counted in determining if a student has exceeded the attendance guideline. Verified absences such as illness, family trips (including hunting), religious holidays and obligations, etc., must be verified by contacting the attendance office within forty-eight (48) hours of the day of the absence or in advance by completing a "Pre-arranged Absence" form (available in office or online). Students will receive credit for completed work missed during verified absences.
   Students are expected to be in school the entire day in order to participate in extra-curricular activities scheduled on that day. Exceptions to this rule and special arrangements for absences must be approved in advance by the building administration.

3. **Unverified Absences**
   All unverified absences from school are counted in determining if a student has exceeded the attendance guideline. Any time a student misses school without parent permission, the student will be considered truant. The skipping of class time is considered serious, and disciplinary action will be taken. “Skipping class” is defined as not being where you’re supposed to be during class time, such as loitering in a hallway or hanging out in a bathroom. “Truancy” is excessive absences without permission or valid reason, or skipping class/school. Students who develop a pattern of tardiness or skipping class will receive disciplinary consequences.

Attendance Appeals

A student who faces the loss of privileges due to attendance may appeal in writing to the principal within five (5) school days of exceeding nine absences. The basis of the appeal must be a hardship or extraordinary circumstance that has adversely affected attendance. The decision of the attendance committee will be made within five (5) school days of the appeal and is final.

Definitions

Attendance Requirement: Having no more than nine (9) verified and/or unverified absences in a single semester. Waived absences are not charged against the nine (9) absences per semester limit.

Bereavement Absences: Bereavement absences are absences due to the death of an immediate family member. Bereavement absences will be excluded from the nine (9) absences per semester. Immediate family is defined as parents, brother, sister, grandparents, aunts, uncles, and cousins. Students may be asked to provide documentation.

School Business Absences: Any school-related activity such as field trips, athletic competitions, student group meetings, etc. sanctioned by the principal are not charged against the nine (9) absences per semester. **Students are responsible for making up work missed in other classes while participating in the activity.**

Suspensions: All suspensions are considered school-related and are not charged against the nine (9) absences per semester. **Students are responsible for making up work missed in classes while on suspension.**

Verified Court Dates: The only court dates that will be waived will be for students who are subpoenaed to appear in court and verification from the courts is provided.

Tardy Policy

Not being on time or "tardy" is defined as not being in the room at the start of class time. Students who develop a pattern of tardiness will receive disciplinary consequences. Excessive or chronic tardiness will be considered a form of truancy and may result in, as determined by the school principal, in-school suspension and/or initiation of an attendance intervention program.

Teachers and administration will monitor student attendance. Four (4) or more tardies in one class could result in an after-school detention assigned by the teacher for each tardy accumulated beyond three. Four (4) or more tardies in any combination of all classes is considered "excessive" within a week period and will be assigned an after-school detention or ISS (In School Suspension) by administration (see Level I violation on page 37**)**.

1. Students up to 10 minutes late to class without a valid pass will be considered tardy.
2. Students who are more than 10 minutes exce for a class period without valid reason(s) will be marked absent. Missing more than 10 minutes of class, at any point, will result in an absence.
3. Students arriving to class between 7:15 and 7:25 AM will be marked tardy (T) to their 1st hour class. Students arriving after 7:25 AM will be marked absent (A), with the time noted on the digital pass to their class. **After 7:15 AM, all students must check in at the main office.**

General Information (NBHS Policies & Procedures)

Academic Honors

- Students who receive a **3.25** or better grade point average for the term will be placed on the Honor Roll.

- Academic honors and school-wide awards will be presented to students at an awards ceremony at the end **of the school year**. Seniors will receive academic awards at the Convocation Ceremony.

Academic Progress Report

- Teachers may report academic progress to parents/guardians at any time during the course of a semester. Parents can also get information regarding student progress through Family Access in ***Skyward***.
- Parents/guardians of students who are doing failing work at the midway point of a semester will be notified by means of a progress report that their child is doing poorly in class.
- There are blank weekly progress reports available in the counseling center or main office. Parents/guardians may request such a form and have their child take the form to each of his/her teachers.
- Counselors will meet with students who are failing one or more classes during the term.
    - In cases where it is shown that a teacher failed to properly notify the parent/guardian of failing work during a semester (missing or incomplete grades on the computer) the parent/guardians may request that an incomplete grade be given in the class and that the student be given an opportunity to earn a passing grade.

Acceptable Use Policy/Mobile Device Handbook

Students are to comply with the district Acceptable Use Policy/Mobile Device Handbook. Each student will receive and digitally sign a copy of the policy and handbook prior to being given access to district computers/1:1 Chromebook. Students should be aware that no expectations of privacy exist for users of such equipment.

Approval for Student Activities

1. All fundraisers will be approved by the high school administration.

2. North Branch High School dances are not public parties. They are sponsored by organizations from your school to meet the social needs of North Branch High School students and their friends. As such, school dances must be carefully regulated to ensure that they remain a proper school function. School organizations wishing to hold dances must get permission from the high school administration, which coordinates all such activities. The following are procedures that must be followed by a school organization wishing to hold an activity:

    a) Before a dance can be scheduled, the group must submit an "**Application for Student Activity Form"**. The application is to be completed well in advance of the activity (minimum of two weeks) for approval. The sponsor(s) must sign the application signifying their approval and acceptance of the responsibility for supervising the dance. The sponsoring group will pay for any damage to school property during the dance or report the person causing the damage to the high school administration.

    b) Only students or high school-aged guests of students from North Branch High School may attend dances sponsored by student groups of this school unless the Principal grants special permission. To bring a guest, the host student must submit a guest request form with the high school office by the Wednesday prior to the event. Students will be held responsible for the actions of their guests. Students may have no more than one (1) guest at any school dance. Students will only be admitted to the dance within the 1st hour the doors open.

    c) All students attending these activities, including guests, must conform to all school rules and act in a manner befitting high school students. Any student not acting in such a manner, or not conforming to these rules will be asked to leave the event. Once a student or guest leaves the building without permission of the high school administration, he/she will not be permitted to return. All students will dress according to what is appropriate to the type of event being held. Students will follow the requests of designated

chaperones. No inappropriate or provocative dancing. The administrators have the right to refuse admittance to any student or guest, and may ask any student or guest to leave at any time. Students who are on social probation, suspension or who have been expelled are not allowed to attend these activities.

Areas off Limits to Students:

Location	Time of Day
Hallway to maintenance area	All times - unless under the direct supervision of a staff member
Hallway behind locker rooms	All times -unless under the direct supervision of a staff member
Academic hallways and classrooms	Before 7:00 a.m. and after 4:00 p.m. -unless under the direct supervision of a staff member
Cafeteria	During class time (all times other than when breakfast or lunch is being served) – unless supervised by a teacher
Student parking lot	From 7:15 a.m. to 2:20 p.m. - unless the student has a valid pass and has signed out at the HS Office.
Ruth Fox Middle School buildings and grounds	All times-unless the student has a valid pass.

Backpacks/Purses/Handbags

Student backpacks, purses, or handbags may be subject to search if safety is of concern. Searches may be done at the discretion of the administration. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. **Student backpacks/bags are to be stored in assigned lockers and are not allowed in the classroom, cafeteria, or media center**.

Bus Rules and Regulations for Student Riders

Bus riding is a privilege. You must follow all rules and regulations and treat your bus driver with respect. Any student who defies the bus driver in any way will lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have your cooperation at all times. Drivers may assign seats as needed.

If your child needs to ride a bus other than the regular bus, you must provide a note to the teacher and the bus driver. Secondary students riding the elementary bus must have a pass signed by *their* principal. **The only secondary students we transport on elementary buses are those who have stayed after for tutoring. NO EXCEPTIONS!**

While waiting for the bus:

- Arrive at your stop 10 minutes early as drivers are told they must not wait for tardy students.
- Stand quietly and respect people's property.
- Do not push, fight, or play games. Wait until the bus completely stops before attempting to board.

While boarding or departing the bus:

- Form a single line and step on and off quickly and quietly.
- Do not push, fight or play games.
- Cross properly 10 feet in front of the bus after stopping and looking to make sure traffic is clear.
- ***Pre-School through third grade students will only be dropped off if an adult is visually present.*** When the bus driver determines that an adult is not present, the child will be returned to the North Branch Elementary School.

While on the bus:

- Students must remain seated while the bus is in motion.
- Students must not stand up to leave the bus or change seats until the bus stops.
- Students must not throw anything on or from the bus or extend any part of the body from open windows. The buses will not have windows down any more than three notches.
- Use of profane or vulgar language on the bus will result in loss of riding privileges.
- You are not permitted to litter on the bus at any time.
- Damage to seats or the interior of the bus will be paid for by the students involved and riding privileges will be withdrawn.
- Students are expected at all times to listen and follow directions from the bus driver.
- The only radios allowed on the bus are ones with individual headphones. **Any electronics brought onto the bus are the responsibility of the student. We will not be responsible for any items lost on the bus. If you do not want to take the chance of losing it, please do not bring it to school.**

Severe disruptions include, but are not limited to: a minimum three-day suspension of bus riding privilege).

- Fighting (throwing a punch), improper language, obscene gestures, vandalizing, defying the bus driver or stopping the bus driver from driving his/her bus in a safe manner.
- Any student who displays knives, sharp instruments of any sort, firecrackers, cigarettes, cigars (either lighted or unlighted), chewing tobacco, matches, rubber bands, water pistols, water balloons, etc. will lose his/her riding privilege. Please also note that glass bottles are not allowed on the bus.

In the event of an emergency:

- Stay calm.
- Listen to instructions.
- Use the emergency door only during emergencies or drills.

CONTINUED DISREGARD FOR THE RULES AND REGULATIONS WILL RESULT IN THE LOSS OF STUDENT'S BUS RIDING PRIVILEGES. PLEASE BECOME FAMILIAR WITH THE STUDENT DISCIPLINE POLICY.

Bus Passes

To ride a bus other than the one assigned, the student must bring a written note signed by a parent/guardian to their teacher when they arrive at school, and they will then be issued a bus pass.

If we do not receive a note or are not contacted by the parent/guardian with instructions for an alternative route home, the child will be sent home in the usual manner.

It is important to include the following information in the note from home:

1. Child's First and Last Name
2. Today's Date and Day of the Week
3. Teacher
4. Name of resident's home your child is going to (please do not simply put "sitter" or neighbor" on the note)
5. Please include the Bus Letter if it is not the same bus.
6. Provide the address with the house number and name of street.

Some bus routes may be closed due to overcrowding. Bus passes cannot be written for closed buses.

Students Arriving by Car

When bringing your child to school in the morning, they are to be dropped off in the front of the building in the student drop off section. A parking lot is available for you if you would like to walk your child in. If you are not walking them in, you may drop them off curbside along the drive directly in front of the school. Parking is prohibited along the front drive since it is a fire lane and also because it creates congestion for an area that is reserved for quick drop offs of students only.

Students Leaving by Car

Please do not enter the bus mall while students are loading to look for your child.

PLEASE BE AWARE, BUS PASSES WILL NOT BE ISSUED AFTER 2:00 P.M.

ONCE STUDENTS HAVE STARTED BOARDING BUSES, WE CANNOT HAVE PARENTS RUNNING INTO THE OFFICE NEEDING THEIR CHILDREN. YOU MUST BE THERE TO GET YOUR CHILD *BEFORE* THEY HAVE BEEN DISMISSED FROM THEIR CLASSROOM. ONCE ON THE BUS THEY WILL BE TAKEN TO THEIR DESIGNATED BUS STOP. PARENTS ARE ALSO NOT ALLOWED TO CHASE A BUS TO GET THEIR CHILD OFF. PLEASE CALL THE BUS GARAGE AND WE WILL FIND A *SAFE* PLACE FOR YOU TO MEET YOUR CHILD'S BUS.

Food Service Policy

Cafeteria Rules

1. No cutting in line.
2. You must pay for what you take (violators will lose cafeteria use privileges).
3. Clean up after yourself (trays must be returned to the wash area door).
4. Do not disturb other students.
5. No throwing food or other items.
6. Areas of the building where classes are in session are closed to traffic during lunch periods.
7. Food and drink may not be taken from the designated cafeteria area.

North Branch Area Schools participates under the USDA National School Lunch and Breakfast Program, and has a fiscal responsibility to stay in compliance and meet financial accountability. Parents/guardians are responsible for meals purchased by their student(s) from the National School Lunch and School Breakfast Program, as well as ala carte items (extra items). Students are expected to have funds available on their food service account for the purchase of these items. The district uses a prepaid debit system; therefore, when a student purchases a meal or ala carte item, the amount is automatically deducted from the student's food service account. The preferred method of payment is to pay online through the district's website www.nbbroncos.net by going to the Parent and Student Tab, then logging into Family and

Student Access. Payments may be sent with your student (cash/check) or mailed to **North Branch Area Schools, ATTN: Food Service, PO Box 3620, North Branch, MI 48461.**

Families are encouraged to prepay for meals, as it will help to ensure children have consistent access to healthy, reimbursable meals without accruing unpaid meal charges.

The Household Application for Free and Reduced-Price Meals is available in every school office and may be sent home at any time requested. Please call Food Service at (810) 688-2226. The application packet is also available on our district website www.nbbroncos.net under the Food Service, Food Service documents tab. Free and Reduced-Price Meal Applications MUST be filled out and submitted within the first 30 days of the school year**.** Those families qualifying at the end of the previous school year will continue to receive free or reduced breakfast and lunch for the first 30 days of the new school year. If the school does not receive a new application for the new school year, the family's food service account will be adjusted to a full regular pay lunch and breakfast. A new application may be filled out at ANY TIME during the year if there are household changes. Please be advised the Eligibility Chart for the current school year is available at the Michigan Department of Education website and it is located on the Household Application for Free and Reduced-Price School Meals.

Policy Regarding Food Service Accounts

➢ Ala carte items are CASH ONLY or students MUST have funds on their food service account. Charges are never allowed for ala carte items. If a student has a negative balance, ala carte purchases will not be allowed.

➢ Purchasing milk alone is $0.75 cents regardless of lunch account type.

➢ Adults and staff are encouraged to have funds on their food service Accounts or pay at point of service. No charging is allowed.

➢ A full (reimbursable) lunch consists of 3 of the 5 components offered, though 5 items may be taken (main entrée, fruit, vegetable, grain and milk).

➢ Adjustments will only be made by the Food Service Department.

If a parent or guardian wishes their child to only receive their breakfast and/or lunch, they may contact the Food Service Department and controls may be placed on the account to block or limit ala carte purchases. Family and Student Access is a helpful tool to track your student's purchases, balances and payments and can be found under the Parent and Student tab.
Students will ALWAYS be served a meal, no matter the eligibility or balance of the food service account.

For ACTIVE students in the Skyward system:
A weekly negative balance email will be sent to those parents/students that have an email address on file in Skyward. If the food service account goes to a -$10.00, weekly written notice will be sent home via student folders at the Elementary level and by mail in the Middle School and High School levels. If the food service account is not reconciled, or payment arrangements have not been made, a phone call to the number on file in Skyward will be made by the Food Service Department.

For INACTIVE students in the Skyward system:
North Branch Area Schools will follow our Bad Debt Policy for collecting of negative balance funds.

North Branch Area Schools prohibits public identification and all forms of lunch shaming with the specifics outlined below:

- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wrist band or hand stamp
- Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance
- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals
- Prohibits the direct communication with a student about a negative balance unless your district has unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail and electronic mail
- Prohibits discussing a negative balance with a student in the presence of other students

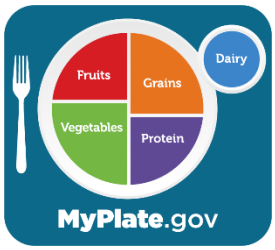
Special Dietary Needs

If a doctor has determined that your child has a special food sensitivity/allergy that would prevent the child from eating the regular school meal, the school will make ANY SUBSTITUTIONS PRESCRIBED BY A LICENSED PHYSICIAN. The physician's statement, including prescribed diet and/or substitution, MUST be submitted to the food service department before any special diet can be given to your child. The Michigan Department of Education's Request for Special Food Service Policy Dietary Needs Accommodations Form is available through the food service department and also available online at www.nbbroncos.net, located under the Food Service Documents tab, and needs to be filled out by a licensed physician. This provision is State mandated. The North Branch Area School's Food Service Department will work with the parent(s) and school staff to create a plan to manage a student's special dietary needs.

School Meals follow the USDA guidelines:

- Meat/Meat Alternate
- Grain
- Vegetable
- Fruit
- Milk

Updated: 07/12/2022



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

Closed Campus

Students are expected to be on school property and in their assigned area from the time they arrive in the morning until they are dismissed. Students are not permitted to be in the parking lot during lunches. During lunch periods, the students are to be in the following areas ONLY: cafeteria, Lunch Lab, and courtyard that connects to the cafeteria, weather permitting.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. a student's name;

B. major field of study;

C. participation in officially recognized activities and sports;

D. height if member of an athletic team;

E. weight, if member of an athletic team which requires disclosure to participate;

F. dates of attendance;

G. date of graduation;

H. awards received;

I. honor rolls;

J. scholarships;

K. school photographs or videos of students participating in school activities, events or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Drug Prevention (SB Policy 5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Michigan statute;

B. all chemicals which release toxic vapors;

C. all alcoholic beverages;

D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

E. "look-alikes";

F. performance-enhancing drugs as determined annually by the Department of Community Health;

G. any other illegal substance so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the

schools. Such guidelines shall:

A. emphasize the prevention of drug use;

B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
2. provides information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol;
3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
4. promotes positive emotional health, self-esteem, and respect for one's body;
5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;

C. include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful;

D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students;

H. require the notification to parents and students that compliance with the standards of conduct is mandatory;

I. provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

J. establish means for dealing with students suspected of drug use or suspected of possessing, selling, or distributing drugs in school and ensure that the District's policy and administrative guidelines on

Search and Seizure AG 5771 and Policy **5771** and Suspension and Expulsion AG 5610 and Policy **5610** are complied with fully.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks, which are on or in the proximity of school premises under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. When administrators have

individualized reasonable suspicion to believe a search is necessary for a student, they believe it may be credible that the student may possess evidence of a violation of state or federal law, a violation of school rule, or a condition that endangers the safety or health of the students or others. When searching a student, in addition to conducting a normal search, administrators may operate hand-held wands in order to enable searches to become more accurate, efficient, and less intrusive.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

Dual Enrollment

Dual Enrollment provides a way for eligible students to enroll in college courses while in high school. The district allocates funding for college tuition based on State school aid. Students requesting to dual enroll must:

1. Be in grade 11 or 12
2. Receive minimum qualifying scores as follows:

	ENGLISH	*MATHEMATIC S*	*READING/ WRITING*	*SCIENCE*	*SOCIAL STUDIES*
PSAT 10 PSAT/ NMSQT 11		510	460		
ACT	18	22	22 (Reading Only)	23	
MME	2100	2100		2100	2100
SAT		530	480		

In choosing college courses, students must complete all courses available at NBHS before taking a college course within that area, along with receiving a qualifying assessment score. Courses should align with the student's career pathway goals.

Other considerations:

1. Students must be enrolled at the high school as a full-time student and enrolled at the post-secondary institution during the academic school year. (Summer classes do not qualify.)
2. Students must provide their own transportation.
3. Dual enrolled students must take a class that is NOT offered at the high school or a class that is offered at the high school, but is a non-resolvable scheduling conflict. The Board of Education will determine if such a conflict exists.
4. Students must qualify under the post-secondary institution's admissions policies. Books and other required materials are the responsibility of the student.
5. A student must choose a post-secondary class that is academic in nature. It cannot be one that has already been taken and must be at a higher level than previous courses.
6. College courses for dual enrollment cannot be craft, recreational, physical education or religious education.
7. Students who withdraw or fail their registered dual enrollment class will be ineligible for future dual enrollment opportunities.
8. Prior counselor and principal approval is required.
9. For each fall session dual enrollment class, students will have one (1) scheduled course listed as Dual Enrollment for Semester 1. For each winter session dual enrollment class, students will have one (1) scheduled class listed as Dual Enrollment for Semester 2.

10. A student that does not receive/earn college credit for a course is required to repay the school district any funds that were expended for the course that were not already refunded by the eligible postsecondary institution. If the student does not repay the funds as described in (MCL 388.514) the district may impose sanctions as determined by school policy. A student may take dual enrolled courses (including ones that were previously taken unsuccessfully) if the funds are repaid, and if they still meet all other eligibility requirements.

Early Dismissal

No student will be allowed to leave school prior to dismissal time, including lunch, without a written or verbal request from a parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian or attained verbal permission.

Exams and Tests

- Teachers may give tests at their discretion during the course of the school year.
- Final exams will be given in all classes that provide a grade towards the student's cumulative grade point average.
- Students who fail to take semester final exams without a doctor's excuse will be given a failing grade for the exam.
- The semester final exam grade will count as one-fifth (1/5) of the student's semester grade.
- Exams must be taken at designated times; exemptions must be approved in advance with the principal.

Food and Beverage

Students are to consume food and beverages (excluding water) in the cafeteria or designated area.

Guidance and Counseling

Statement of Confidentiality
Counseling relationships require an atmosphere of trust and confidence between students and their school counselors. A student has the right to privacy and confidentiality. Students should be informed that exceptions to confidentiality exist in which counselors must inform others of information they learned in counseling relationships in order to protect students themselves or others.
If the counselor feels that it is appropriate for parents or teachers to be notified of an issue, we will ask for the student's permission. Counselors are mandated reporters. If a student discloses a situation which by law a counselor must report, he/she does not need permission to do so.

Students may use the computer in the Counseling Center to confidentially request to meet with a counselor. The request is sent directly to the counselor. The counselor will send a pass with the available meeting time to the student. Students returning to class must have their pass signed by the counselor.

Guidelines for College Visits

The opportunity exists for juniors and seniors to take **TWO (2)** college visits per school year that would count as a school-related field trip. To have the absence count as school-related, the following conditions must be met:

1. The absence must be prearranged with the main office **BY YOUR PARENTS** in advance of the visit.
2. The student must supply the main office with written, signed verification from the college admissions office. It must indicate the date and time of the visit.

3. The college visit will be listed as school-related for one day only. If the visit extends beyond one day, the additional day(s) will be regarded as an absence(s).

4. Throughout the year, many college and university representatives schedule informational sessions for juniors and seniors. Students may sign up for up to five (5) sessions. You must sign up in the Counseling Center at least five (5) days before the college/university representative is scheduled, and a pre-arranged absence form must be completed. Check regularly for newly posted sessions in the Counseling Center or under the "Counseling Center" tab on the NBHS website.

Grading System

- Grades of A, B, C, D, or Cr are passing grades and indicate the level of performance that the student has maintained. Passing grades indicate that credit has been earned for the class.
- A grade of E represents failing work and indicates that the student has not earned credit in the class. Failed required classes must be made up.
- A grade of INC indicates that the student has not completed all of the required work for the class. A period of time, arranged with the teacher, will be given for the student to complete the work. If the student does not complete the required work, or does not complete the work in a timely manner, the grade will be changed to a failing grade. An incomplete will be given only if the student has been ill or there are other extenuating circumstances involved.
- A grade of "No Credit" (NC) represents that the student has not earned credit for the class, and the class does not count toward his/her total credits needed for graduation.
- Grades will be computed on the basis of 80% for class work and 20% for the final exam. In cases where the student meets the requirements for exam exemption and opts to not take the exam, the grade will be based on 100% of the class work.
- All classes in which a grade is earned will be counted toward the student's GPA.
- Final class rank is established after the 1st semester of the senior year.

GRADUATION REQUIREMENTS AND POLICIES

To qualify for graduation from North Branch High School, students must complete the following requirements and conditions that have been set forth by the North Branch Board of Education and the Administration:

Attendance - A student must complete four years or 8 semesters of full-time high school attendance and have successfully completed the total credits required. Refer to the Student Handbook for attendance policies and regulations.

Full-Time Enrollment - A student must be enrolled in a full schedule of classes each semester of attendance. In a semester schedule, each student takes six classes each semester, equaling 12 classes during the length of the school year. Each course that meets daily per semester earns a .5 credit toward a diploma. Each student must select 6 credits each year. Combinations of semester courses may be selected to meet this requirement. Students who wish to receive credits through outside agencies, evening or summer schools, correspondence, Edgenuity, etc. *must have approval from the principal **prior** to enrollment* in these courses.

Total Credits Required

ALL students are required to have 22.5 credits to graduate from North Branch High School.

Departmental Requirements—Below are the requirements for graduation by department:

English	(4) Credits □ (1.0) English 9 □ (1.0) English 10 □ (1.0) English 11 □ (1.0) English 12
Math	(4) credits must include the following: □ (1.0) Algebra I □ (1.0) Geometry □ (1.0) Algebra II □ (1.0) Additional Math or Math Related credits must be earned in the senior year.
Science	(3) credits must include the following: □ (1.0) Physical Science □ (1.0) Biology □ (0.5) Chemistry or Physics □ (0.5) Additional science elective
Social Studies	(3) credits must include the following: □ (1.0) Introduction to American History □ (1.0) World History □ (0.5) Economics □ (0.5) American Government
PE/Health	(0.5) credit Physical Education (0.5) credit Health
VPAA	Visual, Performing, Applied Arts (1.0) credits Courses meeting this requirement are designated in the course descriptions with ***(VPAA)***
Online Learning Experience	This experience can be obtained from a number of courses, but will also be gained through the senior year English courses.
World Language	(2) credits or 2 years of a World Language.

Students must also complete all parts of the Michigan Merit Examination including the SAT, WorkKeys, and M-STEP summative assessments in science and social studies.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Lapper County Intermediate School District. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

Identification (ID) Cards

School ID cards will be issued to each student. The cards serve as library and cafeteria cards as well. Students are required to have the cards in their possession and to produce them at the request of any staff member. Lost ID cards may be replaced at a cost to the student of $5.00.

Immunizations

Michigan law requires that, as a condition of enrollment, immunizations be up to date or a waiver form be completed by parents and submitted to the school within 10 days of the first day of attendance. Students will not be permitted to attend school unless this is done.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and state law. Contact the special education office (810) 688-3570 to inquire about evaluation procedures and programs offered by North Branch Area Schools.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Lockers:

- Each student is assigned a locker that will be used for the school year. All lockers will be reassigned each school year.
- Students are expected to keep their lockers neat, orderly, and LOCKED.
- Students should not share their combination with anyone, and may not switch lockers with anyone without office permission.
- Although every effort will be made to find or retrieve missing items, THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM LOCKERS. Missing items should be promptly reported to the office.
- Student lockers are the property of the school district.
- Periodic general inspections of lockers and their contents may be conducted by school authorities, including the school liaison officer, for any reason at any time without student notice or consent and without a search warrant. Illegal items found during a search will be turned over to legal authorities.

POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS

Lockers are School Property:
All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

Legitimate Use of School Lockers:
The school assigns lockers to its pupils for the pupils' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of students bringing the items to school. *Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the student school principal or his/her designee. Students requesting a locker combination change due to divulging their locker combination to other students will be charged a fee of $5.00 for this service.*

Search of Locker Contents:
Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the students regarding any items discovered that are not illegal or against school policy and rules.

Seizure:
When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

This model policy for locker searches was developed by the Michigan Department of Education, in collaboration with other state and local agencies, pursuant to the Revised School Code, 380.1306(5), 2000 PA 87.* It may be adopted by Michigan school districts and public school academies for the purposes of this legislation, and may be modified to adequately reflect local school district policy and procedure.

Lost and Found

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Medication Policy

If any student must receive prescribed medication during school hours, the school guidelines shall be as follows:

- Administration of medication by school employees is voluntary.
- Requests for distribution of medication must be from the parent and in writing.
- Prescription medication must be in the originally labeled container and checked in at the main office. Physician directions must be legible.
- Tylenol/aspirin will not be dispensed by the school.
- Inhalers may be used by students pursuant to Senate Bill 631, Section 1179.

NCAA Clearinghouse

Students who plan to qualify for college sports at Division I or Division II schools must meet the academic eligibility requirements of the NCAA Clearinghouse. The requirements include a GPA level in core courses, a required level of ACT or SAT score, and a specific number of core courses. The counselors can advise you as to which courses at North Branch High School are NCAA core courses and can assist you in preparing the NCAA application. A college-level course does not necessarily meet NCAA guidelines. Eligibility to participate in NCAA sports on the college level as well as eligibility for athletic scholarships depends on meeting the guidelines of the NCAA Clearinghouse.

Nondiscrimination in Education (SB Policy 2266)

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationships and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or any other statutorily protected category (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

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

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below.

Mr. James Fish
Superintendent
(810) 688-3570
Jfish@nbbroncos.net

Complaints will be investigated in accordance with the procedures as described in Board Policy. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

In order to achieve the aforesaid goal, the Board directs the Superintendent shall:

A. **Curriculum Content**

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. **Staff Training**

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. **Student Access**

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy **7510** - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. **District Support**

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. **Student Evaluation**

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability, or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, the need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis (also see Policy **2225**).

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

Nondiscrimination on the Basis of Sex in Education Programs or Activities (SB Policy 2266)

The Board of Education of the North Branch School District (hereinafter referred to as "the Board" or "the

District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of administrators, teachers, or other school personnel. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of administrators, teachers, or other school personnel may result in loss of eligibility to attend all school-sponsored events and/or other disciplinary actions.

Posters and Notices

Approval for hanging posters and notices, either on the bulletin boards or in the hallways, must be secured by the high school administration.

Release of Information (FERPA) (SB Policy 2416)

In compliance with the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, the North Branch School District follows these policies with regard to directory information, which is defined as a student's name, address, telephone number, date and place of birth, major field of study, school activities' records, honors and awards, class schedules, and other information generally found in school yearbooks. The district also submits honor roll lists and other news information to the media. The district may release such information without specific permission from a student's parents. Any students or their parents who do not wish to have directory information released must file a written request to that effect with the principal. The annual publication of this handbook is considered to be annual public notification of these policies.

Report Cards

Report cards/Progress reports are at the end of each marking period.
Report cards will reflect the student's grade at that point in time.

The last report card of each semester indicates whether or not a student has passed and received credit for the class(es) taken.

Seniors will receive their last report card and a copy of their transcript with their diploma and other graduation materials.

Homework Lab is open Monday – Thursday throughout the school year in the Media Center and is monitored by a teacher/staff member. Students may sign in daily to use the computer lab, take tests/quizzes that have been provided by teachers, get additional support, or just use the quiet space for study/homework time. All school rules apply during the time that any student is in attendance at Homework Lab.

Parent/Teacher Conferences are held in October and March.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Schedule Changes

Requests to change a student's schedule must be submitted before the first week of each semester. After that, only schedules with errors (holes, duplicate classes, etc.) or teacher-initiated changes will be made.

School Safety Drills

School Safety Drills are required by law. The types of School Safety Drills are listed below:

- Fire (five times per year)
- Tornado (two times per year)
- Lock-Down (three times per year)

Information related to any School Safety Drill conducted at NBHS can be found on the school district website**.**

School Safety and Threat Assessment

At North Branch High School, we prioritize the safety and well-being of our students, staff, and visitors. As part of our commitment to maintaining a safe environment, the school district has established a Comprehensive School Threat Assessment system to respond to potential threats of violence or harm to individuals (CSTAG). This system involves a team of trained professionals who will investigate, assess, and address potential threats to ensure the safety of all individuals involved.
Our goal is to create a safe and supportive school environment. The safety of our students and staff is our top priority. We work to ensure that our school is a safe place to learn, and we will take the necessary steps to protect our school community. We focus on prevention, early intervention, and supportive measures rather than punitive actions. However, serious threats will be taken seriously and addressed appropriately to ensure the safety of everyone in the school.

What is CSTAG?
CSTAG is a framework used by schools to assess potential threats and take appropriate action to prevent harm. It involves a team-based approach with administrators, mental health staff, and, when necessary, law enforcement working together to address threats in a proactive and supportive manner.
Concerning Behavior
It is imperative that all students understand the seriousness of making any threats. We encourage all students to report any concerning behavior, threats, or statements that may indicate a risk to safety. If you hear or see something that doesn't seem right, speak up. You can report concerns to a teacher, mental health professional, or

administrator.

What Happens After a Report?

When a report is received, our threat assessment team reviews the information to determine the level of risk. They classify threats as either transient or substantive:

- Transient Threats: These are typically made in the heat of the moment and don't represent a serious intent to harm. They can usually be resolved through mediation or counseling.
- Substantive Threats: These indicate a higher risk and require immediate action. The school may involve law enforcement, implement safety measures, and provide additional support.

Senior Scholars

Our high school honors and values high academic achievement at its graduation ceremony. Students who maintain an honor graduate status of 3.5 or higher GPA, are eligible for the Top 25 Senior Scholar Award. At the end of the second semester of the senior year, students with honor graduate status will have their GPA and SAT scores calculated into a Top 25 list. These students will be individually honored at the Senior Convocation and graduation ceremony. As in all other GPA calculations, there will be no rounding of GPA or points. The following honors will be recognized in this fashion at graduation.

- **Senior Scholars** – SAT + GPA (top 25) will receive "gold honor cords", be recognized in the local papers, stand and be recognized individually during the graduation ceremony, and will be noted in the graduation program.

- **Summa Cum Laude** – (3.8 GPA and above) will stand and be recognized individually during the graduation ceremony and will be noted in the graduation program.

- **Magna Cum Laude** – (3.65 GPA to 3.79 GPA) will stand and be recognized individually during the graduation ceremony and will be noted in the graduation program.

- **Cum Laude** – (3.5 GPA to 3.649 GPA) will stand and be recognized individually during the graduation ceremony and will be noted in the graduation program.

- **Honor Students** – (3.25 GPA, unless receiving an NHS cowl) will receive a silver honor cord and be noted in the graduation program.

Student Insurance

The school district offers all students the opportunity to purchase supplemental accident insurance. The insurance is available in a variety of plans. Information is normally sent home with all students at the beginning of the school year. It is also available in the offices of each of our school buildings.

Parents should be aware that the school does not, under any circumstances, provide medical insurance for children in the event of injury at school. You are encouraged to consider this supplemental insurance plan especially if you do not have other medical insurance protection.

Student Driving and Parking

Parking on school property is a privilege, not a right, and the privilege may be terminated if abused. ***All student vehicles must be registered in the office - students will be required to pay a $5.00 non-refundable fee to receive a parking permit (to offset costs). Registered cars must have a North Branch High School parking pass displayed on the driver's rearview mirror (attached)*** and must use the designated student parking lot (between the middle school and the high school football field) to park their vehicles. Vehicles parked on school property

may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

A. observations and ratings of individual students by professional staff members acting within their sphere of competency

B. samples of student work

C. information obtained from professionally acceptable standard instruments of measurement such as:

    1. interest inventories and aptitude tests,
    2. vocational preference inventories,
    3. achievement tests,
    4. standardized intelligence tests,

D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record

E. verified reports of serious or recurrent behavior patterns

F. rank in class and academic honors earned

G. psychological tests

H. attendance records

I. health records

J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a 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/her tasks (including volunteers).

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interests.

The Board authorizes the administration to:

A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student’s parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Student Rental of Calculators

Students will be able to rent the calculators that will be necessary for their studies in our mathematics program. Such rental fees will go toward the purchase price if the student elects to purchase the calculator or fails to return it or damages it. Students are financially responsible for any equipment which is rented.

Student Valuables

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

Testing Out Policy

Schools are required by PA 335, Section 1279B, to provide students with the opportunity to test out of any course. Students must exhibit mastery of the subject matter by attaining a grade of not less than C+ in a comprehensive examination, or exhibiting mastery by providing a portfolio, performance, paper, project or presentation if it is a requirement for all students in that course**.** Testing Out provides exceptionally able students opportunities to schedule courses beyond those that they have already mastered. Credit will be counted toward fulfillment of a requirement as to course sequence. Once a credit is earned, a student may not receive credit in a course lower in the course sequence in the same subject area. ***Credit earned is based on "pass" and will not be included in a computation of grade point average or credits towards graduation***. Physical Education and Government are excluded from testing out. Testing Out is available for all students at no charge.

Student must complete the Testing Out application at least 30 days prior to the new Semester in which the course would have been scheduled. Completion of all Testing Out requirements must be completed no later than seven (7) calendar days before the start of the next Semester. All designated deadlines must be met on time or the Testing Out process is forfeited. Permission to test out of the same class will not be granted. Permission to

test out of any other classes will not be granted for at least one full semester. Students may NOT request permission to test out of a class that they have failed.

It is important to note that quality learning is vital to quality education. In the classroom, teachers motivate, lead, direct and enhance student learning in hands-on, group and lab applications towards a higher order of thinking and deeper understanding of subject material.

Testing Out Procedure:

1. Student meets with counselor to discuss academic history, standardized test performance and future career goals/plans to determine recommendation for testing out of a class.
   Counselor signature is required on the Testing Out application to begin the testing out process.
2. Upon parent review and approval of Testing Out, student procures parent signature on application.
3. Student obtains signature on application from designated teacher.
4. Student meets with principal for final approval and application signature.
5. Student returns Testing Out completed application to counselor.
6. Student meets with designated teacher to receive syllabus and materials. (The syllabus will include applicable reading, copy of the curriculum and an outline of the final exam or project breakdown of grading. Textbooks may be checked out. Research papers must be typed. Any form of copying, cheating, or plagiarism will result in loss of credit for the paper. All research papers and exams will remain the property of the school.

Textbooks

- Students are responsible for taking care of text and other materials provided to them.
- Fines for excessive damage will be assessed annually and will be collected prior to graduating from the high school.
- Lost textbooks must be paid for and replaced immediately. Students will not be issued new textbooks until such fees have been paid.

Transfer Out of District

Parents must notify the principal about the plans to transfer their child to another school. If a student plans to transfer from North Branch High School, the parent must notify the high school counseling office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the counseling office for specific details.

Use of School Equipment and Facilities

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

Visitors to the Building (SB Policy 9150)

Parents are always welcome to visit the high school. In an effort to provide greater school security and safety in school, all entrances to the high school, including the main entrance, will be locked shortly after the start of the school day. In visiting the school, please use the high school's front entrance and report to the office.

Code of Student Conduct

North Branch High School is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. It is the natural, fundamental right of parents and legal guardians to determine ad direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

When and Where the Code of Student Conduct Applies:

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

- When a student is at school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;

- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

Student Rights and Responsibilities:

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

Violations of the Code of Student Conduct:

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. School district staff may use intervention strategies

such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

A teacher may issue a snap suspension for up to one day as provided in the State School Code (MCL 380.1309[2]). (See "Suspension of a Student by a Teacher" on pages 53-54) The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

DETENTION

An after-school detention or lunch detention may be assigned by a staff member or administrator.

SATURDAY DETENTION

The Saturday Detention Program is designed as an alternative to suspension.
The main objective for Saturday Detention is to penalize poor conduct and at the same time avoid loss of instructional time. Transportation to and from Saturday School is the responsibility of student/parent.

SATURDAY DETENTION (**SD**) RULES AND REGULATIONS

1. Reporting to the SD room tardy is unacceptable. Any student who is tardy will be sent home.
2. The time for the SD session is 8:25 a.m. - 11:30 a.m. Early dismissals for sports teams, going to work, etc., will not be honored.
3. Students are not allowed to put their heads down on their desks during the entire SD session.
4. You will be allowed one restroom break between 8:25 a.m. - 11:30. This break may last no longer than five minutes and will be given only if necessary.
5. You are not permitted to do the following things while you are here:
   a. to talk or communicate with other students
   b. to leave your assigned seat without permission
   c. to listen to a headset, play cards or electronic games
   d. to bring food and/or drinks into the room
   e. to wear a hat
   f. to abuse restroom privileges
   g. to sleep
6. Any infraction of the above will be handled in the following manner.
   a. First offense-verbal warning with notation of offense and time it occurred
   b. Second offense-students will be removed from SD and the student will not receive credit for time served in SD.
   c. More serious infractions such as insubordination, using profanity, vandalism or leaving SD without permission will result in an immediate removal and the remaining discipline time to be served as Out-of-School Suspension.
7. Students who become ill during the day will be sent home and parents called. Any dismissal will not count as an SD served and the SD in its entirety will be served

the following Saturday.

IN-SCHOOL SUSPENSION

In-School suspension is an in-house program in which a student may be assigned one (1) – five (5) consecutive days of time instead of out-of-school suspension. Students will have the opportunity to continue with their academics in a controlled setting with a monitor present, as well as respond to and deal with the social/academic impact of their decision to be a disruption to the educational environment.

In-School Suspension (**ISS**) Rules and Regulations:

1. Reporting to the ISS room tardy is unacceptable. Any student who is tardy will be assigned a Saturday Detention in addition to whatever time was assigned for ISS.
2. The time for the ISS session is 7:15 a.m. – 2:20 p.m. Early dismissals for sports teams, appointments, etc., will not be honored.
3. Students are not allowed to put their heads down on their desks during the entire ISS session.
4. Students are required to bring all needed educational materials (writing utensils, paper, novels, textbooks, calculator, etc.) to the ISS room when they arrive in the morning.
5. You will be allowed two (2) restroom breaks (one [1] in the morning prior to lunch and one [1] in the afternoon after lunch). These breaks may last no longer than five (5) minutes and will be given only if necessary.
6. You are not permitted to do the following things while you are here:
    a. to talk or communicate with other students
    b. to leave your assigned seat without permission
    c. to listen to a headset, play cards, or electronic games
    d. to bring food and/or drinks into the room
    e. to wear a hood
    f. to abuse restroom privileges
    h. to sleep
    i. to have phone or other electronic device
7. Any infraction of the above will be handled in the following manner.
    a. First two offenses-verbal warning with notation of offense and time it occurred.
    b. Third offense-students will be removed from ISS and sent home for the remainder of the school day. The student will not receive credit for time served in ISS. Additional ISS time will be required.
    c. More serious infractions such as insubordination, using profanity, vandalism or leaving ISS without permission will result in an immediate removal and the remaining discipline time to be served as Out-of-School Suspension. The student will be required to come back into school with at least one (1) day of ISS.
8. Students who become ill during the day will be sent home and parents called. Any dismissal will not count as an ISS served and the ISS in its entirety will be served the day that the student returns to school.

SHORT-TERM SUSPENSION

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

SOCIAL PROBATION

Social probation is applied in cases of extreme inappropriate behavior, habitual disciplinary referrals or in cases where a student's attitude is antagonistic to the beliefs and philosophies of the school. Probation is a set period of time where a student is ineligible for extracurricular activities and is closely monitored by school officials. Social probation may be followed by further disciplinary action.
Problems for which probation may be incurred are:

A. An attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon the other students.
B. Continued disobedience of school rules and behavioral guidelines.
C. Excessive unexcused absences and/or tardiness.
D. A serious breach of conduct inside or outside of the school that has an adverse effect upon the school and/or the students.

Probation can be imposed for up to a semester. During this time a student will not be permitted in extracurricular activities and will relinquish all positions of trust and responsibility. The student will also be limited to a strict school day attendance of 7:15 a.m. – 2:20 p.m. unless the primary reason to come earlier and/or stay later is to gain academic help. Attendance is not permitted at any school sponsored event outside the school day. At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the administration may extend the probation or take further disciplinary action.

LEVEL I VIOLATIONS:

Level I offenses are situations that may be handled in the classroom; or if the behavior warrants, the student may be referred to the high school office for further discipline. Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

1. **Being in an area considered off-limits during the school day** (See list of Areas Off-Limits on page 8).
2. **Cell phones**

   Student Use: North Branch High School policy in all classrooms during instructional time is no cell phone use allowed. Cell phones should be in the teacher-designated area from "bell to bell." The only technology allowed during class time is the school-issued Chromebooks with teacher permission. Students may utilize Cell Phone/Personal Technology Devices (PTD) during passing time and during their lunch period.

   Exceptions: Students with documented medical plans may override this policy.

Consequences: Teachers may confiscate cell phones from students who do not adhere to this policy.

- First Offense: Teacher refers student to administration. Consequence will be to leave cell phone/PTD in the main office for one complete school day and parent/guardian contacted.
- Second Offense: Teacher refers student to administration. Consequence will be to leave cell phone/PTD in the main office for two complete days and parent/guardian contacted.
- Third Offense and Beyond: Teacher refers student to administration. Student consequences will be based on insubordinate behavior and treated as such per the code of conduct.

Definition of a Personal Technology Device (PTD):
A Personal Technology Device (PTD) includes, but is not limited to:

- Smartphones
- Laptops (not issued by school)
- iPads or tablets
- Smart watches
- eReaders
- Earbuds/Headphones
- Any other personally-owned technology used on school property or deemed by administration

3. Defacement of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, woodwork, or tables, and spray-painted surfaces are acts of defacement. Restitution may be required.

4. Disorderly Conduct

A student will not misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

5. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

6. Inappropriate Dress and Grooming

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others (This includes any conditions under which any student is suspected of having a communicable disease or who has persistently neglected personal hygiene to the point where it disrupts the educational process).

Student Appearance

In order to establish and maintain a productive, safe and appropriate learning environment and instill respect for the educational environment, students shall maintain a reasonable standard of apparel that is not disruptive to the educational process. The following list is meant to serve as a guideline but is not an exhaustive list:

1. Clothing may not promote or encourage the use of drugs, alcohol, or tobacco products;
2. Clothing may not exhibit illegal activities, vulgarities, obscenities, profanity, sexually explicit language/ suggestions, or ethnic, religious or gender intimidation;
3. Students must wear a shirt and bottom that covers the buttocks, pelvic region, torso, and chest;
4. Students must wear shoes;
5. Clothing may not reveal undergarments;
6. Swimwear is not permitted;
7. Head coverings that obscure the face, (i.e. hoods) except as a religious observance or medical masks, may not be worn .

An administrator may request a change in attire when a student's apparel does not meet the expectations above and/ or creates a disruption to the educational environment.

7. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to put away a cell phone, open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

8. Leaving School Without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

9. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

10. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact-disc players, cell phones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

11. Profanity and/or Obscenity Toward Students

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

12. Sexual Harassment (Level I)

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

13. Excessive Tardiness

A student will not repeatedly fail to be in his or her place of instruction at the assigned time without a valid excuse. Three (3) or more tardies in any combination of classes is considered excessive within a week period.

14. Technology Abuse

A student will not violate the district's "Acceptable Use Policy." Students will be required to sign, along with their parents, an Acceptable Use Policy BEFORE they will be allowed to use school computers.

15. Trespassing

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

16. Truancy

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or parent/guardian.

17. Failure to Serve Assigned Detention

A student will not fail to serve an assigned detention of which students and/or parent/guardians have been notified. Moved from Level II

18. Violation of Cafeteria Rules (See list on Page 10)

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

School administrators and staff may use appropriate intervention strategies, as determined by local district policies, including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before and/or after-school detention;
- Denial of participation in class and/or school activities;
- Saturday detention;
- In-school suspension;
- Other intervention strategies, as needed;
- Restorative Practices: The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion (MCL 380.1310c). The district emphasizes restorative practices in order to decrease the number of suspensions and expulsions.

- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification;
- Denial of driving privileges.

Level II Violations:

Level II offenses are more serious infractions and are to be reported to the high school office immediately. Level II offenses accumulate for one year only. Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Bullying

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

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

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

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

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

Notification

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

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

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

Reporting

No later than May 30, 2025, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.
A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be

completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet,

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

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:
Anti-Harassment, see Policy 5517;
Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

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2. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Permission must be obtained before collaborating with AI chatbots (like ChatGPT) on any assignment. When AI is permitted to be used to enhance or elevate creative work, all text generated by AI must be cited. Discipline under this section may result in academic sanctions in addition to other discipline.

3. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Examples include but are not limited to the following: ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair and/or replacement is necessary are acts of property destruction.

4. False Identification

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

5. Fighting

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

6. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

7. Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

8. Gambling

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

9. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes, but is not limited to:

a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
d. Recruiting student(s) for gangs.

10. Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace.

11. Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of themselves and/or others on school property.

12. Inappropriate Use of a Wireless Communication Device (WCD)

A student will not improperly use any video device in a restroom, locker room or other location where students and staff "have a reasonable expectation of privacy."

13. Persistent Disobedience

Provided evidence exists that alternative actions were taken to correct the misbehavior.

14. Profanity and/or Obscenity Toward Staff

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

15. Sexual Harassment (Level II)

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

16. Tobacco

A student will not use or possess tobacco in any area under the control of a school district, including all activities or events supervised by the school district. This policy includes, but is not limited to the following: chew, cigars, cigarettes, devices that emit a vapor (including any product associated with "vaping"), hookah use, loose tobacco, snus, orbs, and strips.

17. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at $100.00 or less which does not belong to the student.

18. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

19. **Violating provisions of the policy regarding driving/riding to the Lapeer County Educational Technical Center (Ed-Tech).**

Student may not drive to Ed-Tech without the "Prior Written Verification from the administration of both Ed-Tech and North Branch High School. Students who are given proper driving permits are not allowed to transport additional passengers to Ed-Tech without "Prior Written Verification from the administration of both Ed-Tech and North Branch High School.

School Responses to Level II Violations:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Restorative Practices: The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion (MCL 380.1310c). The district emphasizes restorative practices in order to decrease the number of suspensions and expulsions.
- Out-of-school suspension (short term) for one (1) school day, up to and including ten (10) school days.

  NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.
- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

Level III Violations:

Level III offences are major infractions to be reported to the high school office immediately. All Level III offences accumulate for the student's high school career. Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. **Alcohol and Drugs**

North Branch High School is part of a District-wide Drug Free School Zone. A student shall not manufacture, sell possess, use, deliver or transfer or be under the influence (Legal intoxication not required) of any drugs, narcotics, marijuana, hallucinogen, stimulants, depressants, inhalants or other controlled substance, analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Stature. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, controlled substance analogue shall be defined under the existing State Law.

A student shall not sell, deliver or transfer or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell, manufacture or represent a legal substance as an illegal or controlled substance (e.g. selling No-Doze as "speed").

- **USAGE, SALES, or ATTEMPTED SALES**: Possession, use of, distribution of or under the influence of drugs, sales or attempted sales of inhalants or narcotics, including look-alike substance

or drug paraphernalia is strictly prohibited. Students shall be subject to school probation, police involvement, suspension or Board of Education hearing for possible expulsion.

1st offense: Mandatory five (5) day out-of-school suspension and verified attendance at an administration approved substance abuse class at NO COST to the district. Proof of enrollment must be supplied to the school prior to the student's return from the suspension. Behavioral and social probation will be in place until documentation proving completions of the substance abuse class is provided to the administration. Students may report to a Board of Education hearing for possible expulsion.

2nd offense: Recommendation to Board of Education for an expulsion hearing.

A student legally in possession of prescribed medication will not be in violation of this section as long as his/her proper use and possession of the prescribed medication is authorized at school. (See Medication Policy found on page 22).

2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee will consider whether to permanently expel the student, subject to possible reinstatement, or impose a less severe penalty, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

"Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

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

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

5. Felony

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

6. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

7. Interference with School Authorities

A student will not interfere with administrators, teachers, or other school personnel by threat of force or violence.

7. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee will consider whether to permanently expel the student, subject to possible reinstatement, or impose a less severe penalty under MCL 380.1311a(5). (MCL 380.1311a[1]).

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

8. Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

9. Sexual Assault

A student will not sexually assault another person. The school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board may authorize or order the suspension or expulsion from school of a pupil who commits criminal sexual conduct against another pupil enrolled in the same school district or a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization of order. The designee will consider whether to permanently expel the student, subject to possible reinstatement, or impose a less severe penalty pursuant to MCL 380.1311(5), (MCL 380.1311[2]), (MCL 380.1311a).

"Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

10. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than $100.00 that does not belong to the student.

11. Verbal Assault against an Employee

Verbal assault is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person a fear of bodily injury or harm.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

12. Weapons: Dangerous Instruments

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

Weapons: Dangerous Weapons

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

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

The term "firearm" does not include an antique firearm (18 U.S.C § 921).

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

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

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

13. Weapons: Use of Legitimate Tools as Weapons

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

School Responses to Level III Violations:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Level I or II violation, listed above;

- Restorative Practices: The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion (MCL 380.1310c). The district emphasizes restorative practices in order to decrease the number of suspensions and expulsions.
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion;

  [NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out of school suspension is imposed even for the first offense.]
- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

Suspension of a Student by a Teacher

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests. (MCL 380.1309).

Failure to Follow Prescribed Intervention Strategy: Separate Violation.

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

Staff Authority

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

School Activities

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

Maintaining Class Progress

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

Due Process Procedures

- **Short-Term Suspension**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

- **Long-Term Suspension or Expulsion**

If recommended by the principal or assistant principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

- **Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education**

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

- **Interviews of Students by Police or Other Public Agencies**

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident;(3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

- **Notification to Law Enforcement Agencies**

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Robbery or Extortion
Suspected Armed Student	Unauthorized Removal of Student
Weapons on School Property	Threat of Suicide
Death or Homicide	Suicide Attempt
Drive-By Shooting	Larceny (Theft)
Physical Assault (Fights)	Intruders (Trespassing)
Bomb Threat	Illegal Drug Use or Overdose
Explosion	Drug Possession or Drug Sale
Arson	Vandalism or Destruction of Property
Sexual Assault	Minor in Possession of Alcoholic Liquor or Tobacco Products
(Criminal Sexual Conduct)	Bus Incident or Bus Accident

Appendix

Annual Notice of Pesticide Usage

As part of the North Branch Area School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and building. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application if you need prior notification, please complete the information below and submit to:

Director of Operations & Technology Department, North Branch Area Schools, 6655 Jefferson Road, P.O. Box 3620 North Branch 48461. (810) 688-3570

Pesticide prior notification request should include:

- Parent/Guardian Name
- Student's Name
- Home Address
- Telephone Numbers (Day & Night)
- School Building or Site

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

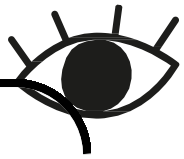
- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

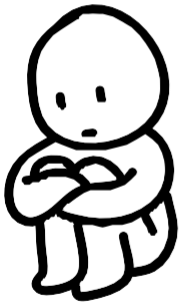
- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

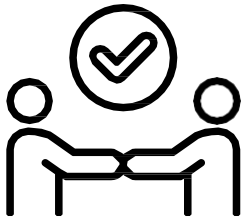
- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page
https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Sexual Harassment and Sexual Assault Information Guide

North Branch Area Schools

District Title IX Coordinator
Jim Fish
6655Jefferson St, North Branch, MI
810-688-3570
jfish@nbbroncos.net

District Policies Related to Sexual Harassment and Sexual Assault

Policy 2260 – NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Policy 2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

For the complete policies on 2260 and 2266, visit the district's board policy webpage at https://www.nbbroncos.net/board-of-education or scan the following:

The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.

NORTH BRANCH AREA SCHOOLS **2025-26**
STUDENT HANDBOOK RECEIPT CONFIRMATION

BUILDING: North Branch High School

NAME OF
STUDENT _____GRADE_____DATE_____

STUDENT:
I have received and read the North Branch High School Handbook. I understand that I am expected to follow the regulations contained therein, and I agree to do so.

_____DATE_____
Signature

PARENT/GUARDIAN:
I have read the contents of the North Branch High School Handbook and have read the agreement, which my student has signed. I agree to support the policies of North Branch High School.

_____DATE_____
Signature