

Douglas R. Welch High School

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Student Handbook 2026-2027

This handbook belongs to:

Table of Contents

IPS Board of Education	2	Unexcused	
IPS Administration	2	Absences/Tuancy.....	25
IPS Mission Statement	3	Emergency Drills.....	26
Douglas R. Welch High School		PBIS Matrix.....	27
Vision Statement	3	Discipline Policy.....	28
Douglas R. Welch Mission and		Expulsion Policy.....	29
Beliefs Statements	3	Closed Campus.....	35
Douglas R. Welch High School		Student Drivers.....	36
Parent Compact	4	Bus Conduct.....	37
Admission to Douglas R. Welch		Drug/Alcohol/Tobacco Use	39
High School	5	No Smoking Policy.....	39
Orientation.....	5	Alcohol and Other Controlled or	
Returning to IHS.....	6	Non Controlled Substance.....	40
Graduation Requirements	7	Medication	41
Commencement	8	Immunizations	41
Heartlands Institute of		Student Network and Internet	
Technology	8	Acceptable Use and Safety	43
Dual Enrollment	8	Legal Guardianship	45
Academic Conduct.....	9	Student Pictures.....	45
Edgenuity (E2020) Credit		Food and Drink.....	45
Recovery	11	Prohibited Articles.....	46
Academic Dishonesty.....	11	Cell Phones.....	46
Report Cards, Parent/Teacher		Telephone Use	48
Conferences	12	Field Trips.....	48
Dance Passes.....	12	Damage Charges for School	
Code of Conduct.....	12	Property.....	48
Anti-Bullying Policy.....	13	Lockers.....	49
Harassment Policy.....	14	Search and Seizure.....	50
Police Involvement.....	15	School Lunch.....	51
Zero Tolerance Policy.....	15	Visitors.....	51
Dress Code.....	21	Inclement Weather Policy....	52
Attendance Policy.....	22	School Safety Laws.....	53
Excused Absences.....	24		

Welcome to the 2026-2027 school year. We have many new, exciting and challenging things planned for this year. We expect each student in our program to accept responsibility, as well as show respect for themselves and other students and staff in the program. Our staff is committed to assisting all students in reaching their goals. Best wishes for a successful school year.

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

Ionia Public Schools Board of Education

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Douglas R. Welch High School (527-3530)

Chad Rhynard, Principal
Kathy Beebe, Secretary

crhynard@ioniaschools.org
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Ionia Public Schools Board of Education

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

Ionia Public Schools District Mission Statement: Dedicated to excellence in teaching, learning, and character growth.

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

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

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

Douglas R. Welch High School

Home-School Compact for Parents, Students and Staff

STUDENT PLEDGE

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

PARENT/GUARDIAN PLEDGE

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

SCHOOL/STAFF PLEDGE

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

5. We will respect students, their families and other staff, and their roles in our learning community.

Admission to Douglas R. Welch High School

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

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

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

Orientation

New Welch students will be required to attend an orientation before they are enrolled in any classes. Enrollment must include the student, a parent or guardian, and a school staff member.

During the summer months, students from outside of the district should contact IPS Central Office at (616) 527-9280 or Mr. Rhynard at crhynard@ioniaschools.org.

The following students may be eligible to be referred:

- Students who have fallen behind in achieving credits.
- Any 10th-12th graders under the age of 20 from IHS needing an alternative setting.
- Students transferring into the district from another alternative school.
- Any student from the Ionia school district currently not attending school.
- Only under special circumstances, 9th graders may be considered. The principal will make the final determination as to whether a 9th grade student will be enrolled.

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

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

- Academic
- Behavior
- Attendance
- In District Residency

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

Returning to Ionia High School

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

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

Welch High School 2027 GRADUATION REQUIREMENTS

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

Course Name	
	Credits Required

English

4.0

(English 9, American Literature, World Literature, Senior Elective)

Mathematics

4.0

(Algebra I, Geometry, Algebra II, Senior Elective)
Physical Education & Health

Science

1.0

(Earth Science, Biology, Physics or Chemistry)
Social Studies 3.0

(World History, US History, Economics, Government)
Visual, Performing and Applied Arts 3.0

World Language 1.0

2.0

Total Credits Required for Graduation

18.0

Graduation Notes:

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

Any deviations must be approved by the Board of Education. Such deviations must best serve the physical or educational needs of the

student. Commencement exercises will include only those students who have successfully completed requirements for graduation. A student may be denied participation in the graduation ceremony when personal conduct warrants.

Commencement

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

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

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

Ionia County Career Centers

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

Dual Enrollment

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

universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: EXPLORE, PLAN, PSAT, SAT, M-STEP, ACT or MME. Minimum qualifying scores must be achieved.
3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.
4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.
7. Students who elect to participate in dual enrollment must stay in the class(es) for the entire semester (not drop or withdraw) and must earn a passing grade. If either of these conditions is not met, the student will be responsible for the entire tuition amount paid by the district.

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

Academic Conduct

All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports, and documentation of sources is expected unless the

teacher specifically states that it is not necessary. Academic integrity means representing oneself and one's work honestly.

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

1. Cheating on tests:

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

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

2. Plagiarizing other's work (using someone else's work or ideas without giving the credit, or using AI to generate a response).

3. Possessing or altering teacher documents or materials such as tests, answer books, or computer files.

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

Repeating Courses

Students are allowed to repeat any failed course. The student will earn credit with a passing grade, which will be reflected in the transcript.

Testing Out of a Course

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

Edgenuity (E2020) Credit Recovery Classes

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

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

1. You must achieve a minimum score of 60%.
2. Notes are allowed on all quizzes and tests. Notes do not include copied and pasted quiz/test/exam questions or answers.
3. Students must be monitored either in person, or via a Google Meet while taking all tests and exams to ensure no academic dishonesty takes place.
4. Students who are dropped from Welch High School and are enrolled in Edgenuity classes, will have those classes reset.

Academic Dishonesty in Edgenuity (E2020)

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

Examples of online academic dishonesty include the following:

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

The following progression will be followed for disciplining academic dishonesty:

1st Offense: verbal warning

2nd Offense: resetting of unit to its beginning

3rd Offense: resetting of entire online course

4th Offense: removal from online learning opportunities

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

Report Cards

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

Parent/Teacher Conferences

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

Dance Passes

Welch students are allowed to attend Ionia High School dances. In order to attend IHS dances, Welch students must be in good academic standing, have limited attendance issues, and must not have had any behavioral issues for the school year. Additionally, the Welch Principal, IHS Assistant Principal, and IHS Principal reserve the right to deny entry.

Code of Conduct

As a student in the Ionia School District, a student should take full advantage of their right to an education. Each student comes to school with a positive attitude to learn and to take part in social activities. An important part of a student’s education is the right to make decisions and the responsibility to accept the results of these choices. To protect a student’s rights and the rights of others, student behavior guidelines have been established. A student may be given guidance by a teacher,

counselor, or administrator about their behavior.

Ionia Public Schools hope that during the students' years in our schools they make wise decisions and use classes, programs, and activities to the fullest. In this booklet are major problem areas the Ionia Public School District feels interfere with the education of students. If a student chooses to involve themselves in these problem areas, a disciplinary action listed will be the consequence for the behavior. Students should be aware that this booklet is a guideline and does not describe all behaviors, nor does it describe the many positive activities used to help students change their behavior.

SCOPE OF CONDUCT CODE

Students are subject to discipline for conduct occurring on school premises, while traveling to and from school, at school sponsored events, and while off campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.

DISCIPLINE UNDER SAFE SCHOOL LAWS

State legislation signed into law by the governor of Michigan impacts student discipline in Ionia Public Schools. Ionia Public Schools accordingly adopted policies to allow for these changes. The Welch High School administration may be notified anonymously of any threats to students or staff via the IHS web page at www.ioniaschools.org.

- **PA 104** - requires the permanent expulsion of students in grades 6 and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer, or contractor in a school. Additionally, the Board of Education may expel up to 180 days, students in grades 6 or above for verbal threats, bomb threats, or similar threats.
- **PA 103** - allows a teacher to suspend any age student from their class, subject, or activity for up to 1 day if the teacher has good reason to believe the pupil's conduct would merit suspension under the local board's Code of Student Conduct. Ionia Public Schools board policy reads: Under Public Act 103, a teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the

class, subject, or activity or the student's behavior interferes with the ability of other students to learn. The teacher will then initiate a conference with the parent/guardian(s) of the student they have suspended.

- **PA 102** – School districts shall expel a student in grade 6 or above for up to 180 days for student on student physical assault. Physical assault is intentionally causing or attempting to cause physical harm to another through force or violence.

DISCIPLINE SITUATIONS/DEFINITIONS

***ALCOHOL OR DRUGS**

The use, possession, sale, or being under the influence of alcohol, drugs, marijuana, or other intoxicants.

***ARSON**

Use of fire to destroy or attempt to destroy property.

***ASSAULT**

Intentional, unauthorized physical contact or threatening words with another person, which causes physical injury or reasonably expected to cause physical injury.

***AUTOMOBILE MISUSE**

Inappropriate use of an automobile on school property which includes not parking in student lot, speeding, or reckless use of car.

***BOMB THREATS**

Falsely reporting that an explosive device is in the school.

***BULLYING**

Repeated abuse of a student by another student. It can take many forms including any combination of physical, emotional, and verbal abuse.

BUS MISCONDUCT

Not following bus rules and regulations (see page 69).

CHEATING/Plagiarism/Lying

-Cheating is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give an unfair advantage.

-Plagiarism is defined as using the words or ideas of another person or

artificial

intelligence (AI) as if they were your own words or ideas.

-*Lying* is defined as making a statement one knows is false, with the intent to deceive or

with disregard for the truth; to give a false impression.

COMPUTER USE VIOLATION

Not following Acceptable Use Policy (see pages 15-16).

DANGEROUS WEAPON

Firearm, dagger, dirk, stiletto knife with blade over 3", pocket knife opened by a mechanical device, iron bar, and brass knuckles. Other weapons prohibited are B-B guns, knives with blades under 3", etc.

DEFIANCE OF AUTHORITY (INSUBORDINATION)

Refusal to follow the reasonable requests of school personnel.

DISORDERLY/DISRUPTIVE CONDUCT

Language, behavior, or dress that is disruptive to the orderly educational procedures of school both in and out of class.

***EXPLOSIVE DEVICES**

Since these problems may also violate state law, school officials may need to notify the appropriate police authorities.

***EXTORTION**

Demanding money, or something of value (e.g. lunches) from another person, in return for protection from violence or threat of violence.

***FALSE WITNESSING**

Writing or giving false or misleading information to school officials.

***FIGHTING**

Having physical conflict with another person.

***GAMBLING**

Participating in games of chance for the purpose of exchanging money.

***MENACING OR HARASSMENT**

By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury. This includes initiations and hazing.

MISCHIEF

Tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person.

PHYSICAL AGGRESSION

Having physical contact with another person.

PUBLIC DISPLAYS OF AFFECTION

Any physical contact beyond hand holding or a quick hug is considered to be out of compliance and a Public Display of Affection.

***RECKLESS ENDANGERING**

Reckless conduct which creates substantial risk of physical injury to another person.

TARDINESS

Arriving late to class or school.

***THEFT**

Taking, giving, or being in possession of another person's property without their consent.

***THREATS**

The act of coercing or making another person fearful of being harmed by expression of intent through words or actions to do violence to another person or to their property.

***TOBACCO**

The use, sale, or possession of tobacco in any form on school property or adjacent area*.

UNEXCUSED ABSENCE

Any absence that has not been excused by parent/guardian(s) or legal guardian and/or appropriate school official.

***VANDALISM**

Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others. This includes graffiti and attempts to harm or destroy electronic data.

VERBAL ASSAULT

Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

VAPING/E-CIGARETTES: The use, sale, or possession of e-cigarettes/vaping in any form on school property or adjacent area*

***YOUTH GANG ACTIVITIES**

Flashing of signs, special hand-shakes, special dressing practices, intimidation, graffiti, violence, special lingo, and other intentional displays of gang affiliation. Any of these activities involving administratively non-sanctioned groups is forbidden.

****Since the problems may also violate state law, school officials may need to notify the appropriate police authorities.***

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, the following actions will be taken by school officials (teachers, administrators, or other school employees).

Informal Talk

A school official will talk to the student and try to communicate an expectation regarding how the student should behave.

Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change their behavior.

Detention

Students are required to stay after school as determined by building administration. Detention periods will be reasonable in length. More severe action will be accorded to those students who do not comply with detention assignments.

Parent/Guardian Involvement

A parent/guardian(s) is notified by telephone, parent/guardian(s) contact, or letter. A conference may be conducted between the student, their legal guardian, appropriate school officials, and other individuals involved.

***Short Suspension**

The student is excluded from school and related activities for a period of one to five school days. The student is informed that they're subject to a short suspension and may discuss their side of the situation with the appropriate school official. parent/guardian(s) will be notified of the action taken prior to the suspension. The action will be recorded in the student's behavioral file. Snow days or days school is not in session do not count towards days out of school for suspensions.

***Long Suspension**

The student is informed that they're subject to a long suspension and may discuss their side of the situation with the appropriate school official. During a long suspension, the student is excluded from school and all related activities for a period of six to ten school days. parent/guardian(s)

will be notified of the action taken prior to the suspension. The action will be recorded in the student's behavioral file. Snow days or days school is not in session do not count towards days out of school for suspensions.

***Expulsion**

The student is informed that they're immediately suspended from school and that a recommendation for expulsion will be made. An expulsion is exclusion from school for more than ten (10) school days and may involve permanent exclusion and loss of right to attend IPS including the removal of a student from school, from school activities, and all related school functions. The length of time that a student is expelled is determined by the Board of Education by recommendation of the Principal. The student and their legal guardian will be notified of the pending expulsion and information about their rights under due process will be explained. The student will be advised of District or community alternatives. This action will be recorded in the student's behavioral file.

With the presence of a liaison officer patrolling the premises, it may be necessary for police and/or court proceedings to be undertaken for conduct which also violates state or federal law.

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

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

DEMERIT SYSTEM

POINTS VIOLATIONS (per offense)

- | | |
|---|------------|
| 1 | Dress Code |
|---|------------|

- 1 Computer Use
 - o 1st offense – 5 school days computer privileges revoked
 - o 2nd offense – 20 school days computer privileges revoked
 - o 3rd offense – Computer privileges revoked for remainder of school year
- 1 Personal Electronics
 - o 1st offense – teacher confiscation and turned in to Student Services Office for parent/guardian(s) pick-up
 - o 2nd offense – In-school suspension or detention is issued
 - o 3rd offense - Gross Misbehavior (see discipline on next page)
- 1 Public Displays of Affection - PDA
- 1 Tardy
- 1 Unsafe/unsatisfactory conditions
- 2 Parking lot (parking lots are considered off campus)
 - o 1st offense – Lunch detention
 - o 2nd offense – 5 school days parking pass revoked or demerits
 - o 3rd offense – 30 school days pass revoked
 - o 4th offense – loss of driving privileges
- 1 Disruptive behavior
- 4 Insubordination/disrespectful behavior
- 4 Profanity/obscenity (written, gestured, verbal)
- 4 Truancy/Skipping
- 4 Possession of prohibited articles
- 7 Academic Misconduct (plagiarism/cheating/lying)
- 7 Forgery (written or verbal)
- 7 Closed campus violation, unauthorized entry into facility/other's property

POINTS VIOLATIONS (per offense)

- 8 Gross Misbehavior (swearing at staff member, lewd or suggestive behavior, not turning over phone if in violation of phone policy)
- 8 Vandalism (*RJ of Restitution is a possibility*)
- 8 Harassment (intimidation, sexual, bullying)
- 8 Distribution
- 9 Ethnic intimidation/defamation (non-verbal, written/displayed, verbal)
- 10 Fighting (verbal), taunting, name calling, etc.

- 10 Aggressive Behavior (intentional pushing, shoving)
- 10 Theft, extortion (*RJ of Restitution is a possibility*)
- 11 Possession/use of pyrotechnics
- 13 WCD Violation (Filming a fight/another student)
- 13 *Possession/use of e-cigarettes, vaping, tobacco and/or paraphernalia and/or reasonable suspicion due to proximity
- 19 *Possession/use of narcotics/marijuana/alcohol and/or paraphernalia and/or reasonable suspicion due to proximity
- 19 Gross insubordination
- 19 Fighting (physical), intent to harm
- 22 Arson
- 22 WCD Violation (Filming in a bathroom/locker room)
- 22 Gross Harassment (ethnic intimidation, sexual, bullying)
- 22 Assault
- 22 Possession of weapon
- 22 Threats (bomb, gun, death)

**These possession/use violations will result in the use of Restorative Justice (RJ) practices and/or suspensions for the 1st and 2nd offense. Any combination of these possession/use violations that result in a 3rd offense will result in a suspension and referral to the principal and superintendent for other means of education.*

POINTS

CONSEQUENCES

1-3	Lunch detention
4-7	1-2 hours after school detention
8	1 day out of school suspension
9-12	2 days out of school suspension
13-15	3 days out of school suspension
16-18	4 days out of school suspension
19-21	5 days out of school suspension
22+	10 days out of school suspension

- In the event that a situation occurs that is not listed, the consequence is at the discretion of the administrator.
- Students who accumulate 30 points or more during the 16-week semester may be referred to the building Principal, Superintendent, and/or the Board of Education for possible expulsion, long term

suspension, or other means of education. If a student has had a previous hearing at a prior building level (elementary/middle school), the student will receive an immediate review for a possible expulsion. It should be noted that offenses including arson, assault and battery, alcohol, bomb threats, possession of weapon, narcotics, sexual harassment, and use of pyrotechnics are also covered by federal and state laws and may result in expulsion and criminal charges being pursued independently of school.

DRESS CODE

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

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

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

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

9. Shoes are required at all times.

ATTENDANCE POLICY

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

Interaction between students and staff as well as involvement in the total school environment are essential components of the learning process and are heavily dependent upon the students' presence in the classroom. Presence in the classroom instills self-discipline and engages students to group interaction with teachers and fellow students. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results and graded written work.

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

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

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

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

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

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

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

25 or more absences in a semester: Students may be dropped from the program.

The following guidelines are for consecutive absences:

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

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

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

15 consecutive absences may result in a change in the student's program or dropped from the program based on the principal's discretion. Excused/Unexcused absences do not impact the consequences of chronic absenteeism.

Definition of Absence

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

Tardiness

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

Parental Contact Reporting an Absence

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

Excused Absences

Excused Absences fall into one of the following classifications:

- Illness of the student
- Death in the immediate family
- Prearranged medical and dental appointments. Medical and dental appointments should be scheduled after school or on Saturdays, if possible
- Required court appearance

- Religious observance
- Prearranged family-related activities
- Absences which result from approved, school sponsored activities or conferences with counselors, administrators, or pre-arranged college visitations.
- Absences due to suspension (students are allowed to make up work during a suspension.)
-

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

Make-Up Work for Excused Absences

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

Absences Due to Maternity

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

Release of Student During School Hours

If a student needs to leave during school hours, a note from a parent must be presented, a call from the parent must be received, or the parent of a legal guardian must sign the student out in the office. In all cases, in order for students to be released during school hours, the person to whom the student is being released must come to the school office and sign the student out. Only those persons listed on a student's emergency contact list are approved for student release. **If a student leaves the school without permission from a guardian or without signing out in the office**

(regardless of age of student), his/her missed classes will be considered unexcused absences and the student will be disciplined. For each class a student “skips,” a lunch detention will be assigned. It is the responsibility of the student to arrange transportation home following after-school detentions.

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

Family Vacations

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

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

Unexcused Absences

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

Truancy

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

Emergency Drills

Fire Drills

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

procedures for each of their classes. Students will be directed out by their teachers from the building in an orderly fashion.

Tornado Drills/Alerts

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

Lockdown Drills

A lockdown is when the smartboot is deployed, securing the door of that room due to a severe threat inside or outside the building. Students are to remain out of sight and remain silent. Students do not open the door for any reason. Lockdown drills are practiced throughout the year.

PBIS Matrix

DRWHS Warrior Behavior Expectations

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

Discipline Policy

Unacceptable behavior, both during school hours and when in transport to and from school, will result in loss of privileges, detention time or both.

Continued unacceptable behavior may result in one or more days of out-of-school suspension.

If you receive an after school detention, you have two (2) afternoons to serve this detention. Detentions not served may lead to an out-of-school suspension. Parents are responsible for transportation if a student is serving an after school detention. **Detention time may be assigned by any adult staff members.**

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

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

Suspension

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

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

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

Expulsion Process

Expulsion is defined as termination of enrollment for greater than ten (10) days. A student may be expelled only by action of the IPS board of Education following recommendation by the building principal. Expelled students are not allowed on school grounds or at any District sponsored activities.

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

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

Expulsion is defined as termination of enrollment for an extended period of time, in excess of ten (10) consecutive school days. During the expulsion period, the expelled student will not be allowed to come onto school property, attend or participate in any school or school-related

activities, including but not limited to, athletic, music, drama, and club events, as well as dances, prom, award and recognition events, and graduation commencement. A student may be expelled only by action of the Board of Education following recommendation by the building Principal or designee. This action shall occur only in accordance with the procedures for expulsion listed under Student Due Process Rights.

STUDENT DUE PROCESS RIGHTS

Definition of out-of-school suspension and expulsion

Out of school suspension is defined as the temporary removal of a pupil from school and school related activities for violation of the rules and regulations which does not result in the automatic loss of academic credit. A suspension is administratively assigned for a definite period of time not to exceed 10 days. If a student's conduct or record warrants, the Board of Education can authorize long term suspensions exceeding 10 days.

Expulsion is defined as the permanent removal of a pupil from school for a gross misbehavior or persistent violation of the rules and regulations of the school.

The Board of Education authorizes the Principal or Assistant Principal to determine the length of penalty for various infractions. Students may be suspended for one to ten days for conduct warranting disciplinary action.

When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law can be promptly reported to the appropriate law enforcement authorities.

In the event of a short-term suspension from school (10 days or fewer) the following procedures shall be followed:

The pupil must be properly informed of the charges against them, as well as, the evidence supporting the charges.

The student must be provided an opportunity to present their side of the case prior to a decision being arrived at.

If a decision to suspend is arrived at, the duration of a suspension and the means for termination of the suspension will be communicated to the student.

The parent/guardian(s) of the pupil will be similarly notified of the suspension by telephone if possible. If the parent/guardian(s) cannot be notified, then the pupils under the suspension will remain on school property until the school day is over.

A letter and/or other appropriate communication will be directed to the parent/guardian(s) of the pupil advising them of the suspension, the charges made, and the day of reinstatement.

Parent/guardian(s) can request a review of the suspension by calling 527-0600.

Expulsion

When a Principal or Assistant Principal recommends the expulsion of a pupil from the school, the recommendation shall be submitted to the Board of Education for its consideration and determination. The pupil and parent/guardian(s) shall have the right to a hearing before the Board of Education.

Upon the recommendation of the administration, any pupil can be considered for expulsion from school by action of the Board of Education for gross misbehavior or persistent disobedience of the rules and regulations of the school.

Written notice shall be given to the student and parent/guardian(s) stating the charges of misconduct and the rules violated.

The notice shall include a review of the evidence supporting the charge.

Parent/guardian(s) can request a hearing that is open or closed.

Students have the right to use legal counsel.

The Board of Education will make its determination solely upon evidence presented at the hearing.

Academic Status

The grades of any pupil who is suspended will not be lowered automatically during the period of suspension. The grades received will

depend on the quality and amount of make-up work turned in by the student.

It is the student's responsibility to make up any and all work missed during the period of time they're suspended. Quizzes, tests, and laboratory work will be made up on the student's time and at a time convenient for the teacher.

Expulsion from school will result automatically in all loss of academic credit for the academic semester.

Notice to all Ionia Public School District parent/guardian(s) and Students Regarding Mandatory Expulsion Laws

Beginning January 1, 1995, state and federal laws have required school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone or commit arson or criminal sexual conduct in a school building or on school grounds. A weapon-free school zone exists at every public and private K-12 school in Michigan and includes school grounds and District vehicles that transport students.

A student found in possession of a dangerous weapon in a weapon-free school zone will be expelled permanently from Ionia Public Schools and all other public schools in Michigan, with the possibility of reinstatement only after specified time periods. In addition, within 3 days after a student is expelled for having a dangerous weapon or for committing arson or rape, the School District must refer that student to the appropriate Family Independence Agency or community mental health agency. Notification of that referral shall be given to the parent/guardian(s) or legal guardians or to the student if they're emancipated or at least 18 years of age.

State and federal laws define dangerous weapons as firearms, dagger, dirk, stiletto, a knife with a blade over three inches (3") in length, a pocket knife opened by a mechanical device, an iron bar, or brass knuckles. Any Ionia Public School student who has any one of these weapons in their possession at school, on school grounds, or in District vehicles shall be

permanently expelled from Ionia Public Schools and all other public schools in Michigan. IPS will notify the police and parent/guardian(s) as required by state law.

Students are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or onto school grounds. Any students or parent/guardian(s) who has a question about whether an object is a dangerous weapon should contact the building Principal.

Students can still be expelled from the Ionia Public School District for other serious offenses as defined in the Code of Student Conduct. We encourage all students to review that document so they clearly understand the behavior expected of them at each school. Additional copies of the code can be obtained from building Principals.

The Ionia Board of Education and the administrative staff are committed to providing a safe and orderly environment in which students can learn. As part of that commitment, IHS intends to strictly enforce the new mandatory expulsion penalties in order to keep the school free from unlawful, dangerous weapons. parent/guardian(s) and students throughout the Ionia Public School District are called upon for cooperation in working to accomplish that goal.

STATEMENT OF ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW

The following information is provided for the protection of your civil rights.

The Ionia Public Schools' Board of Education complies with all State and Federal Laws and Regulations prohibiting discrimination, and with all requirements and regulations of the Michigan and U.S. Departments of Education. It is the policy of the Ionia Public Schools' Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for

which it is responsible or for which it receives financial assistance from the Michigan or U.S. Departments of Education.

Title VI – No person(s) shall, on the basis of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise be subjected to discrimination.

Title IX – No person(s) shall on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity for which Ionia Public Schools is responsible.

Section 504 – No otherwise qualified disabled person(s) shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which Ionia Public Schools is responsible.

Civil Rights Complaint/Grievance Procedure – If any person believes that Ionia Public School District has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972 (2) Title IX of the Education Amendment Act of 1972 and/or (3) Section 504 of the Rehabilitation Act of 1973, they may initiate a complaint/grievance to the local Civil Rights Coordinator: Associate Superintendent, Ionia Public Schools, 250 E. Tuttle Road, Ionia, MI 48846 (616) 527-9280.

The person who believes they have a valid basis for grievance shall discuss the complaint / grievance informally and on a verbal basis with the local Civil Rights Coordinator who shall investigate the complaint and reply with an answer to the complaint. If unsatisfied with this result, the grievant may initiate formal procedures according to the following steps: A written statement of the complaint grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint / grievance. The Coordinator shall further investigate the matters of complaint / grievance and reply in writing to the complainant within five (5) business days.

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, they may submit a signed statement of appeal to the

Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

If the complainant remains unsatisfied, they may appeal through a signed, written statement to the Board of Education within five (5) business days of their receipt of the Superintendent's response in Step 2. In an attempt to resolve the complaint / grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

If at this point the complaint grievance has not been satisfactorily resolved, further appeal may be made to the Michigan Department of Civil Rights and or: Office for Civil Rights - Cleveland Office, U.S. Department of Education, 600 Superior Ave East, Bank One Center Room 750, Cleveland, OH 44114-2611; (216) 522-4970.

Closed Campus

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

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

the direct permission of a Welch staff member.

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

Student Drivers

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

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

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

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

- All vehicles must be registered each year at the Welch High School Office

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

Bus Conduct

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

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

1. The student's conduct on the bus should be governed by common sense and good judgment. The driver is in complete control, has

the same authority as a teacher in the classroom, and expects the cooperation of all students riding the bus.

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

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

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

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

Parents are expected to assume major responsibility to counsel their student as to acceptable behavior while riding the school bus. Please

note: Students who leave school property after school dismissal will NOT be allowed to board the bus.

DRUG/ALCOHOL/TOBACCO USE

SUBSTANCE ABUSE POLICY

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

Alcohol and Other Controlled or Non-Controlled Substances

No student shall possess, consume, be under the influence of to any degree, use, or attempt to deliver, sell, or advertise alcohol or a controlled substance or any substance that the student represents to be alcohol or a controlled substance by appearance or effect.

Students are not to use, possess, or sell any controlled substance, alcoholic beverage, or non-controlled substance as defined in this Policy on school property, grounds, athletic fields, buses, in buildings, or at any home or away school related activities. Students are not to possess devices and/or apparatuses designed for and/or associated with use of controlled substances e.g. to include but not limited to a marijuana pipe, roach clip, rolling papers, devices used to inhale controlled substances.

Controlled Substances – Listed below are examples, and are not intended to be exhaustive:

- Alcoholic beverages (beer, wine, wine coolers, malt liquor, bottle liquor, pre-mixed drinks and other similar beverages), malt beverages labeled as non-alcoholic (including but not limited to, Sharp's, O'Doul's, and Zing malt beverages) regardless of their alcoholic content.
- Marijuana, hashish or any other similar cannabis derivative including seeds.
- Other mood altering chemicals that can affect in any way the student's ability to learn and participate and which could cause damage to the

student's health.

- Prescription drugs shall either be kept and dispensed in the principal's office or, if the student self-medicates, in only their possession. A written prescription shall be kept in the principal's office along with a permission slip signed by a parent/guardian(s) for the student to self-medicate. Self-medicating students are cautioned not only to have these records on file but also to make sure these drugs are in no other person's possession.
- Over-the-counter drugs and medications being transferred from one person to another are forbidden.
- Tobacco, nicotine, and/or vape products of any kind.

Non-Controlled Substances/Imitation of Controlled Substances

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

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

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

markings, or color of the substance.

- The substance is unpackaged or is packaged in a manner normally used for illegal delivery of controlled substances (e.g., baggie, envelope, small container, or gum wrapper, etc.).

Medications

PROCEDURES FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

- All prescription medication must have a doctor's written order and be in its original container, labeled with the current date, the student's name, and the exact dosage to be administered.
- All medications must have parent/guardian(s) written authorization on file at the school.
- Parent/guardian(s) need to pick up all medications at the end of the school year. Medication left will be disposed of by the school.
- Students will be allowed to self-administer any medication with written permission from the physician and the parent/guardian(s).

Immunizations needed for Admission

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

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

175 East Adams Street, Ionia
616-527-5341

Communicable Disease

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

Disease

Impetigo

May return to school

Under treatment for 24 hours
and lesions are healing.

Measles

Will need medical clearance

Meningitis (Viral/Bacterial)

Will need medical clearance

Mononucleosis

Exclude until able to tolerate
activity; exclude from contact
sports until recovered

MRSA (staph infection)

Wound needs to be covered
and without drainage. Exclude
from contact sports until
medically cleared.

Pink eye

Bacterial: After 24 hours of
treatment

Ringworm

After 24 hours of treatment

Scabies

Until treatment is completed.

Strep throat/Scarlet fever

After 24 hours of antimicrobial
therapy

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

COMPUTER USE POLICY FOR STUDENTS

Douglas R. Welch High School promotes the use of its computer resources to enhance learning and seeks to improve the computer literacy of its students. All students are encouraged to make use of these resources in pursuit of their educational goals. The computer resources are available to students for educational purposes only. Computers are to be utilized under the supervision of IHS staff. Students are not allowed in computer labs if the labs are unsupervised.

Access to the Internet is provided primarily for students to conduct research. Internet users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Students shall not upload files or information to any server using the school's technology resources without prior permission of a supervising teacher.

- Users are not permitted to transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, sexually oriented, threatening, or illegal material. Any questionable activity may be reported to the authorities.
- Students will utilize the computer hardware with care. Items such as food, drink, and candy shall be kept completely away from any computer hardware. Students conduct themselves appropriately and shall promptly report any improper computer use/conduct to the supervising teacher.
- Using someone else's password or trespassing in another user's folders, work, or files is prohibited. Under no circumstances are students to share passwords, personal logins, or accounts with other students or use another individual's password to access that person's file.
- If a student suspects or identifies a security problem in the school's computers, network, or Internet, that student shall promptly notify a

system administrator or teacher. To avoid any damage, the student shall not, in any way, demonstrate the problem to others.

- Physical or electronic tampering with computer resources is not permitted. Students shall not access, alter, or otherwise tamper with the computer's system files, network files, or other students' files. Students shall not install, download from the Internet, or copy any executable file onto the network or computer workstation unless specifically authorized to do so by the computer coordinator. In addition, students shall not view, access, or alter any directory or drive other than the one to which they are assigned.
- All computer hardware, software, data, and files are the property of Welch High School. Notice: the IHS computer network is a monitored system. Authorized school personnel may read all files and messages of any user. Student users have no expectation of privacy. Any files, including personal student files (examples which include, but are not limited to, music or video files, inappropriate documents, pictures, or unapproved software) may be accessed by school personnel and removed if inappropriate. Trace information, backups, and user account contents may be examined at any time. Routine purging of student accounts and files will occur at the end of the school year.
- The School District reserves the right to seek any property damages or costs incurred as a result of student violation of this policy.
- Students are to sign a Technology Agreement document before a chromebook is lent to them.

Access to computer network services is a privilege given to students who agree to act in a considerate and responsible manner and to abide by the standards set forth above, as well as with the District's Acceptable Use Policy. Any violation of this policy may result in a suspension or cancellation of some or all computer network privileges and referral for disciplinary action. Disciplinary action may be taken as per the IPS Code of Student Conduct to include, but not limited to, penalties listed under Defiance of Authority, Vandalism, Disorderly/Disruptive Conduct, Theft, Plagiarism, and Unauthorized Distribution of Materials.

Legal Guardianship

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

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

Student Pictures

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

Food and Drink

Students are allowed to have food and drink in classrooms at the teacher's discretion.

1. Glass bottles are not to be brought into the building due to safety concerns.
2. **All drinks (such as soda, coffee, juice, water) must be in screw-cap or snap-cap containers.** Drinks and snacks may be allowed in the classroom only with permission from the teacher. Water is allowed at any time. No beverages or food are allowed in the computer lab at any time.
3. Please limit food items to snacks. Meals should be eaten in the cafeteria.

Privileges may be revoked at any time.

Prohibited Articles

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

into the office. Parents/guardians are responsible to retrieve them from the office. Refusal to comply with the confiscation will result in further consequences.

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

Cell Phones

WIRELESS COMMUNICATION DEVICES and CELL PHONES

Students may use wireless communication devices (WCDs) and cell phones before and after school, during passing time at their lockers, or during their lunch break. Personal WCDs and cell phones are to remain in lockers otherwise.

WCD and cell phone infractions will result in confiscation, parent/guardian(s) must pick up the cell phone. Multiple infractions may result in the need for a parent/guardian(s)/student meeting with the administration to create a personal electronics plan/contract. The school is not responsible for lost or damaged personal property. Kindles, Nooks, and other electronic books will be allowed during class time at the teacher's discretion as long as other applications of the device are not accessed. Violations will result in loss of the opportunity for the use of electronic books.

Students who refuse to hand over their cell phone or device upon being directed to do so by a staff member will be disciplined for Gross Misbehavior. The discipline for such Gross Misbehavior would be in addition to the discipline called for by the cell phone or device violation itself.

Students are prohibited from using WCDs to capture, record, or transmit the words and/or images of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit

audio and/or pictures/video of an individual without their consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated by administration and held until the end of the school year. The student may also be suspended from school of up to 10 days including a recommendation for expulsion.

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

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

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

Cell Phone Violations

1st Offense: office for remainder of day.

2nd Offense: office for remainder of day.

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

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

If the usage of a cell phone results in bullying, intimidation, or otherwise disruptive behavior, all cell phone rights of students involved will be revoked for the remainder of the semester. The cell phones of these students must be turned off, and then turned in at the main office.

Students may retrieve their cell phones during the lunch period, but not between classes.

Telephone Use

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

Field Trips

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

Damage Charges for Books and School property

DAMAGE CHARGES FOR BOOKS AND SCHOOL PROPERTY

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

Participation in graduation exercises is not allowed unless all debts are taken care of and all school property returned. **All book fines that are paid after May 1 during your senior year must be paid in cash, money order, or cashier check.**

Lockers

As a service to our students, lockers are provided for the convenience of students and the security of student's personal property. The school retains sole ownership, control and authority over the locker facilities and the school reserves the right to examine lockers and their contents for the purpose of assuring compliance with school rules for eliminating fires or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials including, but not limited to, weapons, alcohol and controlled substances. The school will turn over to police any evidence of criminal activity.

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

The following rules pertain to lockers:

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

10. Students are responsible for any damage done to the assigned locker.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker(s), desks, and student vehicles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the District; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers, desks, and student vehicles at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. The search must also be reasonable in scope. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Dogs for detecting drugs may be used occasionally:

- Search of the student's person or possessions will be limited to the situation where there is reasonable suspicion that search of the student will reveal evidence that the student has violated or is violating the law and or school rules, that a student is in possession of evidence of an illegal act, or a school violation.
- When it is practical, the student shall be present when a search of their possessions (including automobiles) is conducted. Items confiscated during an inspection, investigation, or search will be held by school

administration pending further investigation, or a disciplinary action.

- The search must be reasonable in scope to the objectives of the search, not excessively intrusive in light of age/sex of pupil and nature of the infraction.
- Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violates the Guideline for Student Behavior, School District Policy, State Laws, and/or Federal Law, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials or, if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action will be disposed of by the school.

School Lunch

For students enrolled at Douglas R. Welch High School, lunchtime is part of the school day. Lunch is provided by the food service department of Ionia Public Schools. Breakfast is available daily at 7:10 AM.

Visitors

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

Inclement Weather Policy

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

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

Radio stations: WION 1430 AM and 92.7 FM

IPS Website: www.ioniaschools.org

School Social Media: IPS or Welch Facebook Page

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

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

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

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

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

SCHOOL RECORDS

Family Educational Rights and Privacy Act (FERPA)

Each student has a folder (CA 60) that may include, but is not limited to, their grades, test scores, attendance record, discipline records, and extracurricular activities. The contents not only aid the counselors, but also become valuable information for business, college, and industry.

The Family Educational Rights and Privacy Act (FERPA) affords parent/guardian(s) and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Each year, Ionia Public Schools is required by FERPA to give notice of the various

rights accorded to parent/guardian(s) and students pursuant to the Act. In accordance with FERPA, you are notified of the following:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. This right extends to the parent/guardian(s) of a student under 18 years of age and to any student 18 years of age or older.
- parent/guardian(s) or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian(s) or eligible student of the time and place where the records may be inspected
- The right to request the amendment of the student's education records that the parent/guardian(s) or eligible student believes is inaccurate, misleading, or otherwise in violation of a student's rights. This includes the right to a hearing or to present evidence that the record should be changed if the school Principal decides not to alter the education records according to the request. They should first write a request to change to the school Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
- If the District decides not to amend the record as requested by the parent/guardian(s) or eligible student, the District will notify the parent/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If no change is made to the educational record after the hearing, they have a right to place a written rebuttal in the record. Additional information regarding the hearing procedures will be provided to the parent/guardian(s) or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to

the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with “legitimate educational interests”.

A school official having a “legitimate educational interest” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent/guardian(s) of a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing their tasks.

A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill their professional responsibility. Upon request, Ionia Public Schools discloses educational records without consent to officials of another school District in which a student seeks or intends to enroll. Parent/guardian(s) and/or students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

IPS Designation of Directory Information under FERPA

Generally, school officials must have written permission from the parent/guardian(s) of a student or from an eligible student (a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student’s record. However, FERPA allows school districts to disclose, without consent, directory type information.

Under Michigan's FOIA, potential recipients of directory information include military recruiters. The Board of Education of IPS has designated the following personally identifiable information contained in a student's education record as directory information:

- Student name, address, phone listing
- Parent/Guardian(s) name, address, phone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Dates of attendance, honors, degrees, and awards received, grade placement
- Most recent school attended
- Photographic, video, or electronic images of students
- Information generally found in yearbook

Unless IPS is advised that any or all of the aforementioned information is not to be released, school officials may release personally identifiable information that has been designated above as directory information. Upon receiving written notice from parent/guardian(s) or eligible students objecting to disclosure, this information will not be released without the prior consent.