MESSAGE TO OUR STUDENTS

Welcome to Ida High School. All the members of the staff and I are pleased to have you as a student and we will do our best to help make your experience as productive and successful as you wish.

TO THE PARENTS/GUARDIANS

In an effort to cut costs, we are making this Handbook available online. If you require a printed copy, please contact the high school office. We hope you will take the time to read it and become familiar with it. There are certain rules and regulations that every school must have and this booklet contains the policies that your Board of Education has adopted.

AUTHORIZATION

The contents of this booklet were adopted by the Ida Board of Education July, 2018.
Board of Education

Michael Mero ................................................................. President
Jody Hoffman ............................................................... Vice President
Heather Schafer ........................................................... Secretary
Tim Janssen ................................................................. Treasurer
Jennifer Muir ............................................................... Trustee
Andy Peth ................................................................. Trustee
Randy Turner ............................................................. Trustee

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ADMINISTRATIVE NOTE

This Student/Parent/Guardian Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2018. If you have questions or would like more information about a specific issue or document, contact the school principal or access the document on the school’s website at http://www.edline.net/pages/Ida_High_School

FOREWORD

Students and Parents/Guardians:

We welcome you as a member of our school. As a citizen of this school you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens. Be proud of your school! Take care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future. Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school. This booklet contains much valuable information. You should keep it throughout the school year. All students are responsible for knowing the contents of this booklet.

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents/guardians. If you have any questions that
are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of July 2018. If any of the policies or administrative guidelines referenced herein are revised after July 2018 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

Ida High School, in partnership with the community, will provide the means to maximize the potential of all students. We will encourage excellence and offer a curriculum that will empower all students to become responsible individuals, life-long learners, and productive citizens.

PHILOSOPHY

The philosophy of the Ida High School is to develop a program that will be meaningful in meeting the needs of the individual child; to consider the whole child and accept him into the program as he is; to help each child grow intellectually, physically, emotionally, socially, and morally to the highest level he is capable of attaining; to provide a stimulating environment and create a desire for learning experiences that will affect continuing satisfactory adjustment to life.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District’s Compliance Officer listed below:

Richard Carsten
Superintendent
734-269-9003 (Ext. 4000)

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.
PARENT/GUARDIAN INVOLVEMENT

The Board of Education has policies established for the facilitation and control of classroom visitation and curriculum review by parents/guardians and other members of the community, as well as policy for student access to the Internet. Copies of these policies are available in each District Office.

SCHOOL DAY

Daily Schedule
8:00 AM……………………………………………………………………………..Warning Bell
8:05 - 8:57…………………………………………………………………………….First Hour
9:02 - 9:54…………………………………………………………………………….Second Hour
9:59 - 10:51…………………………………………………………………………….Third Hour
10:56 - 12:22…………………………………………………………………Fourth Hour / Lunch*
  10:56 – 11:27………………………………………………………………….First Lunch
  11:51 – 12:22…………………………………………………………………Second Lunch
12:27 - 1:17……………………………………………………………………….Fifth Hour
1:22 - 2:13………………………………………………………………………Sixth Hour
2:18 - 3:10……………………………………………………………………….Seventh Hour

Two Hour Delay Schedule
10:00 AM……………………………………………………………………………Warning Bell
10:05 - 10:37…………………………………………………………………………….First Hour
10:41 - 11:14……………………………………………………………………….Second Hour
11:19 - 11:52……………………………………………………………………….Third Hour
11:57 - 1:15……………………………………………………………………….Fourth Hour / Lunch*
  11:57 - 12:27………………………………………………………………….First Lunch
  12:45 - 1:15…………………………………………………………………..Second Lunch
1:20 - 1:53……………………………………………………………………….Fifth Hour
1:58 - 2:31……………………………………………………………………….Sixth Hour
2:36 - 3:10……………………………………………………………………….Seventh Hour

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules.
Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

A student who has reached the age of majority possesses the full rights of an adult. He/she may authorize those school matters previously handled by his/her parents, but he/she also assumes the responsibility for his/her performance in school, attendance and compliance with school rules. Parents also have rights in the school system to know about their student’s educational experience and will, unless notified differently, continue to be notified in regards to students who have reached the age of majority.

**Ida High School Bill of Rights**

1. Teachers have a right to teach.
2. Students have a right to learn.
3. No one shall be denied these rights.

**Behavioral Expectations**

1. Students are to be punctual and orderly. Students are expected to remain in their assigned area unless they have permission to leave.
2. Turning in and completing all assigned work is essential for success. Students are expected to complete all assigned work to the best of their abilities.
3. Assuming responsibility for oneself is a positive trait and necessary for personal growth. Students are expected to be responsible for themselves and a positive role model for others.
4. Respect for yourself and others is necessary for a positive learning environment. Students are expected to respect the rights of others and behave accordingly.
5. Safety for all members of the school community is a must. Students are expected to observe all rules and policies and do their part to provide a supportive environment for all students.

**STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office. For further information please see “use of medications”
NOTICE OF PESTICIDE APPLICATIONS

Pesticides may be used on an as-needed basis for the control of various insects. The applications will always be done on a Friday after school hours. All of the chemicals are approved for use in schools, restaurants and food stores. If you or your student is chemical-sensitive, please call the Superintendent’s office.

INJURY AND ILLNESS

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

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

CONCUSSION FACT SHEET FOR PARENTS AND STUDENTS

A concussion is a type of traumatic brain injury caused by a bump or blow to the head. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports symptoms of a concussion, or if you notice the symptoms yourself, seek medical attention right away. Concussion symptoms differ with each individual, look for any of the following signs of concussion:

- headache or pressure in the head
- nausea or vomiting
- balance problems or dizziness
- double or blurred vision
- sensitivity to light or noise
- sleep problems
- feeling sluggish, hazy, foggy or groggy
- concentration or memory problems
- confusion
- just not feeling right or is feeling down
- difficulty remembering or paying attention
- irritability or over emotional
- slowed reaction time
HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents/Guardians should contact the school administration regarding procedures for such instruction. Applications must be approved by the building administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent/guardian, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District’s open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents/guardians must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental/guardian rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents/guardians will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building office and counseling staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent/guardian when enrolling. When residing with a parent/guardian, these students are encouraged to include the parents/guardians in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent/guardian.
A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Any student expelled from school may lose all academic credit for the semester or semesters involved. Days missed because of short-term suspensions may be treated as unexcused absences. Presence on school property without permission will be considered trespassing.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling department. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without written permission signed by the custodial parent(s) or guardian(s).

CHECK WRITING POLICY

When writing a check for any payment to the district of Ida, the following must be included: full name, street address, and phone number. A fee will be collected for any check returned due to insufficient funds or closed accounts.
TRANSFER OUT OF THE DISTRICT

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

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents/guardians.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building administration/and/or superintendent's office.

EMERGENCY MEDICAL AUTHORIZATION

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

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents/Guardians should, with their physician's counsel, determine whether the medication’s schedule can be adjusted to avoid administering medication during school hours.
B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

   *Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental/guardian request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

   *Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

**Asthma Inhalers and EpiPen**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EpiPen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

**Non-prescribed (Over-the-Counter) Medications**

Parents/guardians may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.
Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

**CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.
INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact your student’s counseling department or the building administration to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents/guardians should contact the building administration to inquire about evaluation procedures and programs offered by the District.

ANNUAL PARENT NOTICE

Right to Request Teacher and Paraprofessional Qualifications

Because our school district receives federal funds from the Title 1 program, you may request the following information about the professional qualifications of your child’s classroom teacher(s):

1. Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;

2. Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;

3. The teacher’s college degree(s), major(s), and field(s) of discipline, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title 1 services to your child.

If you would like to receive this information, please contact the building principal. Your request will be processed in a timely manner.
STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual records except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

A. a student's name
B. address
C. telephone number
D. date and place of birth
E. height and weight, if member of an athletic team
F. dates of attendance
G. date of graduation

Directory information can be provided upon request, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the appendix of this document.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to the building
administration. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents/guardians
B. mental or psychological problems of the student or his/her family
C. sex behavior or attitudes
D. illegal, anti-social, self-incriminating or demeaning behavior
E. critical appraisals of other individuals with whom respondents have close family relationships
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
G. religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents/guardians of students in the District, at least
annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  20202-4605  
Washington, D.C.  
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the Selective Service.
**Release of Certain Student Information to Military Recruiters**

Two federal laws and one Michigan law require the school district to provide military recruiters, upon request, the name, addresses and telephone numbers of high school students. A parent/guardian or 18-year-old student may exercise the option to withhold consent for the release of this information to military recruiters by signing and returning the attached form found in the appendix of this document to the High School office by September 30th. If the form is not returned, the district must release the required information.

**STUDENT FEES, FINES, AND SUPPLIES**

Ida High School charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

**Participant Fee Guidelines**

A fee of $100.00 (one hundred dollars) will be assessed per student/per activity, with a $400.00 family cap. Fees are due and payable one week after the first authorized day of practice for each activity. Fees are payable only in the appropriate building office. Fee payment does not guarantee participation in a game, competition or other activity, nor does it insure the receipt of a specific post-season award. A student who has not paid the assessed fee by the announced deadline will be excluded from all participation in the activity. A student may join an activity after the deadline date by making payment of the full fee and meeting all other requirements of the activity. Revenue derived from assessed fees for an activity will be used to directly offset the cost of that activity at the direction of the building administration and the Board of Education.

**Refund Guidelines**

Refunds will be made only to those students who are not selected for participation in a specific activity or if a specific activity is cancelled. After participants for each activity are selected, receipts for fees will be issued.

**Scholarship Application**

Students who are unable to make fee payments, due to economic hardship, may apply for participation under a scholarship provision. Applications for scholarships are available from the
administrator of the building where the activity is centered. Administrators will review and consider each application confidentially and on its own merits. If you have any questions, please direct them to your building administrator.

**Student Fines**

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines or fees may result in denial to participate in commencement activities.

**STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
B. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the building administration.
C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
D. Students may not engage in house-to-house canvassing for any fund-raising activity.
E. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ......", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

**STUDENT VALUABLES**

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

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

**MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents/guardians interested in being involved should contact the superintendent’s office.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of $2.80. A la carte items are available. Students may also bring their own lunch to school to be eaten in the school’s cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school’s Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the building administration.

**Cafeteria**

No food or beverage may be consumed in the building between 8:05 AM and 3:10 PM, except in the cafeteria during lunch hours. Food and beverages brought in for lunch must be stored in lockers during the school day. Water bottles are permissible. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in appropriate containers.
2. Return all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.

No food may be taken from the cafeteria without teacher/administrative supervision. Students must have a hall pass in order to leave the cafeteria during lunchtime.

**FIRE, LOCK DOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of an audible horn and blinking lights.
Tornado drills will be conducted throughout the year using the procedures provided by the State and local emergency services. The alarm signal for tornadoes is different than the alarm signal for fires. Tornado drills will be announced through the building PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for lock down drills will be announced through the building PA system. Students and staff will be given direct instructions.

**EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents/guardians using the Honeywell Emergency Notification System. Parents/guardians and students are responsible for knowing about emergency closings and delays. Please contact building administration if further information is required.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the school offices upon request.

**VISITORS**

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school.

**USE OF THE MEDIA CENTER**

The Media Center has books, magazines and pamphlets for assigned study and recreational reading. It is open for use during most of the school day, and a short time before and after school. Fines are charged for material overdue at an established rate. Any materials taken from the Media Center without properly checking them out will be considered stolen and will be treated accordingly.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

LOST AND FOUND

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

STUDENT SALES AND FUND RAISING

Several times throughout the school year, students will have the opportunity to participate in school-sponsored fund-raising activities. Students will not be permitted to sell any item in school other than those being sold in the school-sponsored fund raiser. No student is permitted to sell any item or service in school without the approval of the building administration. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Parents/guardians wishing to contact their student during the school day should call the school office. Student cell phone usage is prohibited during the school day. Student cell phones must be turned off and stored in a locker during the school day. A phone is available in the office for student use. Passes from class will not be given to use the telephone.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the P.A. system each morning. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.

Special notices are posted on the bulletin boards or as poster signs. All posters must advertise school-sponsored events and must be approved by the administration.
STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school, work, and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

_Alma Mater_

_Underneath the arch of Heaven_  
_Standing strong and true_  
_You will see our Alma Mater_  
_Robed in Gold and Blue_

_From her doors our sons and daughters_  
_Leaving on their way,_  
_But through life, they will remember_  
_Her, and they will say . . ._

.Raise your voices! Sing your Praises!_  
_Upward to the sky,_  
_Hail to thee, our Alma Mater_  
_Hail to Ida High!_
Ida Fight Song

Come on Ida, Come on Ida
Come and win this game!
We the Gold and Blue are for you
So win your school a name!

Rah, Rah, Rah!

Ida High School, Ida High School
We to you are true!
So fight, fight and win this game
For the Gold and Blue!

SECTION II - ACADEMICS

COURSE OFFERINGS

The current course offerings and program of study can be found at: www.idaschools.org, click on high school tab, click on Parents/Public Resources, click on Course Descriptions

FIELD TRIPS

Field trips are intended to be an extension and enrichment of the regular classroom instruction. By the very nature of field trips it is imperative that students maintain exemplary behavior and attitudinal traits. A student may be denied participation on any or all field trips based on previous difficulties in the classroom or other school activities. No student may participate in any school-sponsored trip without parental/guardian consent. Attendance rules apply to all field trips.

Transportation to Activities: Athletes (see p. 33, Athletics section) and students involved in extra-curricular activities (i.e. band, etc.) are required to ride school-provided transportation to and from all events away from our school site. Exceptions will be made only when the parent/guardian has requested, in writing, in advance, that they, and only they, be allowed to transport their child.

GRADE COMPUTATION

Unless an exception is granted by the building principal, semester grades will be computed as follows:

1st Semester = 80% of semester grade
2nd Semester = 80% of semester grade
Semester Exams = 20% (maximum) of semester grade

A minimum of 60% is required to earn credit for any semester grade. Exceptions may be granted for students with disabilities as provided in an approved Individual Education Plan
GRADE CLASSIFICATION

All high school students are identified by their “cohort” class, which is the year that a student’s class is scheduled to graduate (i.e. class of 2011, etc.). Students are on a four-year plan for graduation. To graduate, 24 credits are required. Six credits per year will meet this requirement, but students not earning six credits will still remain in his/her cohort class. Correspondence classes, on-line classes and night school will be options for students, with the permission of the Principal. Specific privileges will be allowed to students achieving certain amounts of credits.

They are as follows:

<table>
<thead>
<tr>
<th>Activity/Privilege</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Permit (driver license required)</td>
<td></td>
</tr>
<tr>
<td>Co-op Classes</td>
<td>12</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>12</td>
</tr>
<tr>
<td>Prom Ticket Purchase</td>
<td>12</td>
</tr>
<tr>
<td>Class Officer (10 -12)</td>
<td>(second year of high school)</td>
</tr>
</tbody>
</table>

GRADE CHANGES

Any grade change, that is an improvement of a grade originating from the teacher, can be rectified by notifying the principal, student, and counselor. Any student that receives a marking period or final semester grade that is compelled to appeal for a grade change without the teacher’s approval shall

1. Discuss concerns with the teacher within ten (10) days of notification of the grade in question.
2. Submit to the principal a written request and justification for grade change within five (5) days of the expiration of step one.
3. The student will be invited to meet with the principal and teacher for resolution within five (5) days of the expiration of step two.
4. The building principal shall render a decision within five (5) days of the expiration of step three.
5. The building principal’s decision may be appealed to the superintendent and board of education.

Suspicion of cheating on a test, quiz, or final exam must be shared with the principal within ten (10) days of the incident. The principal will within ten (10) days investigate, render a decision, and notify the teacher, parent/guardian, and student. Any appeal may follow step three (3) above.

Board policy provides more detail for this process. Failure to appeal in a timely manner at any level renders the last decision final.

GRADE POINT AVERAGE
To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be \( .5 \times 2 = 1 \). Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years. Current grading software produces grade point averages for all students.

**GRADING PERIODS**

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the school year. Parents/guardians and students can view student grades at any time through Home Access Center. For further information please contact the building office.

**PROMOTION, PLACEMENT, AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and participating in the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

**GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any questions the student may feel s/he would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the office to arrange for an appointment.

**VALEDICTORIAN AND SALUTATORIAN**

The **VALEDICTORIAN** will be the student in the graduating class with the highest grade point average as computed at the end of seven semesters of high school work.

The **SALUTATORIAN** will be the student in the graduating class with the second highest grade point average as computed at the end of seven semesters of high school work.

To be eligible for Valedictorian or Salutatorian honors, a student must be enrolled in Ida High School prior to and continuously following the Fall Count Day of the student’s junior year.

**NATIONAL HONOR SOCIETY**
The National Honor Society (NHS) is governed by the National Association of Secondary School Principals. Membership in the NHS is an honor bestowed upon the student based upon observable scholarship, leadership, character, and service to the school and community. NHS is not an honor roll, nor are all students granted memberships who qualify academically. All other qualities must also be present.

Steps toward induction into the Ida High School chapter of the National Honor Society are as follows:

1. Eleventh and twelfth grade students with a cumulative grade point of 3.5 or above may submit an application that includes verification of the student’s character, leadership, and service, along with letters of recommendation and a personal essay.

2. Eligible students must return their application to the faculty advisor who will forward it to the faculty committee for consideration for membership.

3. Applications are then reviewed by a faculty committee of five teachers, not to include the NHS advisor or administrators.

4. Students selected for membership will be notified personally at the school and invited to participate in the annual fall induction ceremony. Students not selected for membership will be informed of areas of weakness.

Once a student is a member of the NHS, he/she must maintain a minimum overall GPA of 3.25, along with upholding all requirements pertaining to character, leadership, and service. Members will be expected to participate fully in all NHS activities.

**GRADUATION REQUIREMENTS**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted or may qualify for a certificate of completion. Such an exemption or qualifications is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum as indicated by the certificate of completion.

**CREDIT REQUIREMENTS FOR GRADUATION**

<table>
<thead>
<tr>
<th>CLASS OF:</th>
<th>2019</th>
<th>2020</th>
<th>2021 &amp; 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credits Required:</td>
<td>Credits Required:</td>
<td>Credits Required:</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Computers</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Senior Seminar/Financial Literacy</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fine/Practical Arts</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language or Visual and Performing Arts equivalent</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>4.5</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24 credits</td>
<td>24 credits</td>
<td>24 credits</td>
</tr>
</tbody>
</table>

These additional requirements will be in effect:*

- one year of fine-applied arts
- one-half credit in computer education
- an on-line learning experience

*Subject to any changes made by the State Board of Education

**ONLINE LEARNING**

Online learning is available to all students for credit recovery and courses which are not offered in traditional classrooms. All attendance policies apply to online classes. All courses must be
completed within 18 weeks of being started. Classes may be taken with audit if approved with a plan of assistance or administrative approval.

**SEAT TIME WAIVER POLICIES**

Seat time waivers may be provided on an individual basis to students at the request of the parent/guardian. Parents/guardians who are interested in this option should contact their student’s high school counselor to determine the feasibility. The following policies and practices will apply to students on a seat time waiver:

1. Students on a full-time seat time waiver must complete 26 hours of online work each week.
2. Students on a half time seat time waiver must complete 13 hours of online work per week.
3. A total of no less than 5% course completion must be recorded for each course each week.
4. All tests and exams must be proctored by high school staff.
5. Students must complete two-way communications with their seat time waiver mentor teacher weekly.

*Failure to comply with the policies and practices will result in the revoking of the seat time waiver.*

**POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Students interested in dual enrollment (taking classes at Ida High School and a postsecondary educational institution) are allowed to enroll in the subject areas for which he/she has achieved state endorsement; computer science or foreign language not offered by the school district; or in fine arts as permitted by the school district. Students are advised to consult with the high school guidance office for more specific guidelines as the Michigan legislature clarifies dual enrollment rules and regulations. The dual enrollment course grade will be factored into the student’s high school GPA unless otherwise indicated. The student is responsible for his/her own transportation to and from the off-campus course and the materials necessary for that course (books, equipment, etc.) Ida High School pays for tuition and fees only.

**STUDENT INTERVENTION TEAM**

*Purpose:* The Assistance Plan Process is to provide, a knowledgeable group of professionals, the direction to consider the special needs of any student in the building who may be in need of assistance. This may include tutorial, extra help, social services, crisis intervention, 504 accommodations, services for students with limited English proficiency, special education, and other special services of either a temporary or permanent nature.

*Composition of the Members:* The Assistance Plan’s development will consist of professionals, such as: an administrator (or their designee), social worker, school psychologist, school
counselor and teachers. Parent(s)/guardian(s) and the student will also be included. Others may be included as needed. Members will be persons who are knowledgeable about the student being considered, the records and evaluation data being reviewed, and the placement and services being offered.

Meetings: The Concern’s Team meetings will be scheduled at the discretion of the administrator.

Referrals: Any teacher or parent/guardian may refer a student for consideration. Teachers should refer students after classroom interventions have been attempted and the student continues to fail. Also, when in the judgment of the teacher, the student may need special services or accommodations that go beyond what can be provided by the classroom teacher on a routine basis.

AVAILABILITY OF SPECIAL EDUCATION AND SECTION 504 SERVICES

Ida Public Schools has a long-standing belief that all children are entitled to the full benefits of a public education. State and Federal laws, such as the Individuals with Disabilities Act, known as IDEA, supports this belief. Michigan Law also supports this belief. Under Act 451 of the Public Acts of 1976, special education supports are available to all eligible individuals from birth to age 26 years or graduation. Michigan’s law meets a higher standard than IDEA. Persons residing within the Monroe County Intermediate School District, and qualified to receive special education services, will be provided with appropriate programs and/or services by their local school district, the intermediate school district, or through an approved contract agreement. The types of supports provided will vary for each individual child.

Section 504 of the Vocational Rehabilitation Act of 1973 also provides rights to students with disabilities, even if the student does not qualify for IDEA. Section 504 requires that a school district make “reasonable accommodations” for the special needs of a child with a disability or health condition, whether it is a permanent or a temporary condition. If you suspect that a disability is affecting your child’s success in school, contact your building administrator.

CERTIFICATE OF COMPLETION

Special Education students in Ida High School have the option of earning a “Certificate of Completion” rather than a diploma. These students will have completed four years of high school. The awarding of the certificate would be done through the IEP process based upon the student’s progress toward goals and objectives as related to the functional curriculum. The determination of which path a student would pursue may be done at any time, but would likely be done at the transition IEP from middle school to high school.
WITHDRAWAL

Any student withdrawn from a class after the fifth (5) week of the semester shall do so with a grade of F for the semester. Withdrawal prior to the fifth week requires administrative authorization.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

STUDENT NETWORK/TECHNOLOGY USAGE

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network is often public in nature and general school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor all student usage agreements. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor, or control the communications of individuals utilizing the networks.

Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators, or their designee, may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, and movies, radio another potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks or other technologies
• Violating copyright laws
• Using another’s password
• Trespassing in another’s folders, work, mail or files
• Intentionally wasting limited resources
• Employing the network for commercial purposes
• Any other actions deemed inappropriate by the administration

Violations may result in a loss of access as well as other disciplinary or legal action.

CIPA PROVISIONS (CHILDREN'S INTERNET PROTECTION ACT)

Ida Public Schools recognize the federal requirement for privacy and internet safety with the CIPA, Children’s Internet Safety Policy. In compliance with the federal Children’s Internet Protection Act (47 USC 254 (h) and (i), there is instituted for the School District’s computers and computer network, a technology protection filtering measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to material which is: obscene; child pornography, or harmful to minors. (Our filtering includes the m86 internet filtering through the ISD. Through that box we have a global policy set to block everyone from sites that are inappropriate, and also block R rated videos on YouTube.)

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the SAT for high school juniors.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys will be administered on a later day. The Michigan science and social studies tests will be given at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents/guardians and students should watch school newsletters and the local press for announced testing times.

In addition, freshman and sophomores will have the opportunity to take the PSAT 9/10, preparatory assessments primarily used to help students prepare for the SAT.
Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

These classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least 78% or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student’s GPA. Requests must be made by May 1st.

Students may receive credit toward high school graduation when they successfully complete, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent/guardian (or student) consent may need to be obtained. Ida Public Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Ida Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.
The Board authorizes many student groups that are sponsored by parents/guardian, community and staff members. Extra-curricular activities may provide additional opportunities to enhance the school curriculum and are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

**NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

**ATHLETICS**

Ida Public Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

**ATHLETIC CODE**

The Athletic Department and programs of Ida High School will be run on a non-discriminatory manner in accord with the regulations of the Michigan High School Athletic Association and under all applicable state and federal statutes and regulations.

A. ATTENDANCE REQUIREMENTS:
1. Regular attendance at practice sessions is required when present in school during the day unless excused in advance by the coach.

2. Absence from school and reasons for such absences may affect a player’s standing in the athletic program.

3. No player will be permitted to practice or participate in a game if absent for any part of the day. Exceptions to this policy will be granted for:
   a. Absences that are for periodic preventative medical, dental or optical appointments where the office has received 24 hours written notification prior to the absence.
   b. Funerals, college visits (2 per year), field trips and absences while on other school business that are excused beforehand.
   c. Each student athlete will be granted two exemptions (per sports season) to the policy where the student was ill for a portion of the day but attended a minimum of four classes.

Only the Athletic Director or Principal can grant deviation for an absence for other reasons or with less than 24 hour notice. A player who violates this provision shall not be permitted to participate in the next contest.

4. A player cannot drop out of one sport and start practicing in another until the previous sport is over. Exceptions may be granted with the mutual consent of the coaches involved and the Athletic Director.

5. A student may not participate in more than one sport during each sport season.

B. ACADEMIC/DISCIPLINE REQUIREMENTS

1. **Semester Eligibility:** A student must have passed at least 66 percent of full credit load potential (5 classes) for a full time student for the previous semester.

2. **Weekly Eligibility:** A student shall be ineligible for the duration of the weekly eligibility period if any of the following are reported on the current eligibility report:
   a. Two academic failures
   b. Three citizenship failures (library not included)
   c. Three academic / citizenship failures in combination

3. Dismissal from class to participate in athletic activities may be denied for academic reasons at the discretion of the Athletic Director and / or Principal.

4. Academic / Disciplinary obligations (detention, suspensions etc) take priority over athletic activities.
5. Athletes assigned to “In-House” Suspension or are Home-Suspended on a given day are ineligible to practice or participate in athletic contests on that day.

C. TRAINING REGULATIONS

1. An athlete is expected to contribute his/her maximum effort, according to ability, at all times.

2. An athlete’s general attitude, good sportsmanship, cooperation, team spirit, interest and application are all important factors that will be considered in awarding letters. Each coach shall establish written criteria for earning a letter in their sport and distribute them prior to the first contest.

3. An athlete is expected to carry out all training regulations prescribed by the Board of Education. Additional regulations may be prescribed in writing by the coach.
   a. Curfew/Sportsmanship

      Good judgment should be used in being home at an early hour during the week. Each coach will establish reasonable curfew hours for the athletes in their respective sports. A student shall not be in violation of any curfew provisions if he/she is in the company of his/her parent or guardian.

      All athletes are expected to display good sportsmanship and good citizenship at all times. This shall include, but not be limited to, showing respect for game officials and opposing players and coaches. The use of profanity will not be tolerated.

      Punishment:

      1st offense – conference with athlete, parent/guardian and coach and/or Athletic Director

      2nd offense – miss next contest

      3rd offense – dropped from team for the remainder of the season

   b. Use of Tobacco Products

      Defined as smoking or having tobacco (cigarettes, cigars, pipe, chewing tobacco, or snuff) in possession.

      Punishment:

      1st offense – miss next contest

      2nd offense – dropped from team for the remainder of the season
c. Alcohol and Other Drug Use

Defined as the consumption, possession, use, and abuse of alcoholic beverages or other drugs. This shall be interpreted as to include attendance at any formal or informal gathering, whose primary purpose is the consumption of alcoholic beverages. Athletes should use extra care at graduation parties, wedding receptions, or any other social gatherings to avoid drinking or giving the slightest appearance of drinking. It is the responsibility of the coaching staff to instruct their players in the appropriate behavior at these functions prior to the opening of their respective season.

Punishment:

1st offense – Miss one contest and participate in Substance Abuse Assessment, as prescribed in the Student Assistance Program Policy (see pages 49). The athlete must attend the assessment, and must comply with the recommendation (i.e. drug classes at the MCISD) made at that assessment. The parent/guardian of said athlete (unless age-of-majority) must sign a “Release of Information” form, which allows the school to learn the recommendation made at the assessment. An athlete who chooses not to attend and comply with the recommendation of the assessment will be suspended from participation in all sports for the duration of one calendar year.

2nd offense – dropped from participation in all sports for one calendar year.

d. Felonies or Misdemeanors

An athlete apprehended or arrested for the commission of a felony or misdemeanor may be suspended from athletic participation at the discretion of the Principal with the right of appeal to the Superintendent of Schools.

D. TRANSPORTATION TO ACTIVITIES AWAY FROM SCHOOL

All athletes are required to ride school-provided transportation to and from all athletic activities away from our school site (when transportation is provided) on weekdays only. School sponsored transportation will no longer be provided on weekends. Exceptions will be made only when the parent/guardian has requested in writing, in advance, that they, and only they, be allowed to transport their child.

E. PROCEDURE FOR DEALING WITH ATHLETIC CODE INFRINGEMENTS

1. Any coach being notified of an infraction of the Athletic Code by a member of his/her team shall immediately inform the building principal and, within 24 hours, submit a written report to the Athletic Director and building principal which shall include:
a) The name of the athlete(s) accused or involved
b) The nature of the violation
c) A summary of the pertinent facts surrounding the incident
d) A documented report of the coach’s investigation and the findings thereof, including giving notice of the infraction to the student and his/her parents/guardians and permitting the student to deny or to explain any circumstances of the infraction which might affect the disciplinary action to be taken
e) The disciplinary action taken by the coach and rationale for same

2. Upon receipt of the coach’s report, the Athletic Director may:
   a) Accept and file the report as submitted, if the student has not appealed the coach’s decision
   b) Convene to review the decision of the Coach, permitting the student and his/her parents/guardians to present his/her side of the story
   c) Impose further disciplinary action based on the recommendation of the Athletic Review Committee

F. MEDICAL AND INSURANCE REQUIREMENTS

1. An athlete is required to have a physical card, for the current school year, on file before he can practice or try-out for a team.

2. It is recommended that an athlete have health insurance before he participates in practice or in a game. Low cost programs such as MI Child are available. Please go to http://www.develctrs.org/secondaryPages/miChild.htm for further information.

3. All injuries are to be reported immediately to the coach.

4. In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches or volunteers shall not supply, recommend or endorse the use of any drug, medication or food supplement solely for performance-enhancing purposes.

G. AWARDS

1. The recipients of letters will be determined by the coaches of that particular sport.

2. Each athlete can receive a maximum of one (1) varsity letter. Additionally, the first time a letter is earned in a particular sport, an insert identifying that sport and a service stripe insert will be awarded. Each subsequent varsity award earned in that sport will receive an additional service stripe insert. Certificates of award will be given each time an athlete earns a letter.

3. A six-inch block “I” will be awarded to those who earn a reserve letter.
4. Each student can receive only one reserve letter, but will receive a certificate each time he earns one.

5. All freshmen who successfully complete a sport will be awarded numerals for the year they graduate.

6. All letters should be worn only by those who have earned them.

**ATHLETIC ADMISSION PRICES**

<table>
<thead>
<tr>
<th></th>
<th>JV/Varsity Contests</th>
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<td>4th Grade &amp; Younger</td>
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**YEAR LONG PASSES**

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<tr>
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<td>Year Long Staff Pass</td>
<td>1/2 Price</td>
</tr>
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</table>

**STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

**SECTION IV - STUDENT CONDUCT**

**ATTENDANCE**

**Closed Campus**

The school is considered a closed campus. Lunch passes and other excuses for leaving campus may be denied by administration and students may be denied reentry to the school for that day.

**School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and
other school activities, which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

**ATTENDANCE DEFINITIONS**

**Chronically Absent** - absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences.

**Disciplinary Absent or Disciplinary Absence** - means absences that are the result of school or district disciplinary action and are neither unexcused nor excused absences, For purposes of data collection, disciplinary absences should be labeled and tracked as either short-term (1-5 consecutive days) or long-term (6 or more consecutive days).

**Documentation** - either a written document that includes a signed note from the parent or guardian, or a signed note from a school official that spoke in person to the parent or guardian regarding the child's absence, or a note confirming the absence by the school nurse or a licensed medical professional. Documentation is only required from a licensed medical professional beginning with the child's third and subsequent illness/medical-reason related absence(s) in the same school year. Documentation must explain the nature of and the reason for the absence as well as the length of the absence. Schools shall take steps to provide appropriate assistance to parents/guardians for illiteracy and allow non-English speaking parents/guardians to submit documentation in their native language.

**Excused Absence** -
1. A child's first five absences from school are considered excused when documentation (as defined above) of the reason for the absence has been submitted and approved.
2. A child's sixth and subsequent absence(s) from school are considered excused only for the following reasons when documentation has been submitted and approved:
   - Child's illness/medical reason
     Medical appointments (including but not limited to medical, counseling, dental, or optometry)
   - Child's observance of a religious holiday
   - Death in the student's family
   - Other emergency beyond the control of the child or the child's family
   - Mandated court appearances (additional documentation required)
   - Extraordinary educational opportunities pre-approved by district administrators and in
accordance with the Michigan Department of Education guidance

- Absences related to parent or guardian’s military service
- Homelessness

**In Attendance** - in respect to a school day, a child is present at his or her assigned school or school activity for 90% of the school day.

**Late Arrivals or Tardies** - arriving for class or school activity after the established commencement time, unless excused. The accumulation of three late arrivals/tardiness equals one unexcused absence.

**Not in Attendance** - a child who fails to be in attendance for a school day.

**School Activity** - an activity sponsored by a school at which attendance by the student is mandatory.

**Repeatedly Absent** - being absent for three consecutive days of unexcused absences, three days of non-consecutive unexcused absences within a 45 day period, four unexcused late arrivals/tardiness in a semester, or combination of 6 or more excused, unexcused, and/or disciplinary absences in a school year.

**Truant** - a child who has ten (10) or more unexcused absences per school year. A child should be counted as truant only once in a given school year. Once deemed truant, a child shall be monitored during the following school year and interventions are to be started after two excused, unexcused, or disciplinary absences.

**Unexcused Absence** - any absence which is neither an excused absence nor a disciplinary absence.

**Interventions:**

**Level 1**

Mandatory notification to meet with school to discuss the issue(s) if:

- Three consecutive days of unexcused absences, or
- Three days of non-consecutive unexcused absences within a 45 day period, or
- Four unexcused late arrivals/tardiness in a semester, or
- Combination of 6 or more excused, unexcused, and/or disciplinary absences in
school year, or
- Failing in schoolwork, or Evidence of behavioral problems, and
- Attempts to confer with parent fail.

**Exceptions:** School may consider the reason for the child's absences and whether a lesser intervention is appropriate

**Level 2**
Mandatory notification to meet with the school to discuss truant or chronically absent behavior, offer attendance agreement and interventions, discuss consequences:
- Once a child is identified as chronically absent (child identified as missing 10% of school for any reason) or truant (ten or more unexcused absences).

A student who is absent more than 10% (10% = 10 absences) of instructional time in any class during each semester will not receive credit or a passing grade for that class unless a student has achieved a passing semester grade and has passed the final exam with a 78% or better. Instructional time missed due to verified medical reasons, court appearances, funerals and two documented college visits would not accumulate toward the 10% of instructional time loss. Students who fail to meet the above standards will be denied credit and therefore will receive a “W” for the class. If a student feels there have been good reasons for him/her to have more than ten (10) excused and unexcused absences, he may appeal to the Superintendent. If the decision of the Superintendent is not favorable, the student may appeal to the Board of Education, whose decision would be final.

**Level 3**
Discretionary action by school to provide or pursue appropriate interventions:
- If attendance issue is not resolved above at level two, or
- If child misses school two more times in the next 30 days, or
- If child misses three times in the next three months.

*Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.*

Excused absences allow the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Students have one day to complete make-up work for each excused absence.

**Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.
A suspended student may be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

*Extended absences from Physical Education class will require a physician’s statement and release.

**CODE OF CONDUCT**

**PHILOSOPHY OF DISCIPLINE**

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching/learning activities. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adapting the individual child to life in his society and involves two major emphases:

1. To guide the pupil so that he enhances the immediate efforts of teachers and other pupils in the learning situation, and therefore, does not threaten either the classroom or the instruction that is taking place.

2. To assist the pupil in becoming a responsible, productive and self-disciplined citizen within the school, in preparation for assuming his adult responsibilities. At least by the time he reaches high school age, it is expected that the pupil will assume personal responsibility for their own behavior.

The school system has a responsibility to assist each individual pupil to assume more responsibility for their own actions as they mature and gain experience. While it is recognized that children and youth can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline, for these reasons:

1. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his age, maturity, experience, abilities and values.

2. The best discipline is preventive in nature rather than regulatory and restrictive. A student’s behavior in school is directly related to many internal and external factors, including: the student’s image of their self, their active participation in both the curricular and extra-curricular activities of the school, their motivation to learn, and the understanding and support he receives from their parents/guardians, their teachers, and other adults. Since boys and girls are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing and maintaining these acceptable behavioral standards.

**EXPECTED BEHAVIORS**

Each student shall be expected to:

a. abide by national, State, and local laws as well as the rules of the school
b. respect the civil rights of others
c. act courteously to adults and fellow students
d. be prompt to school and attentive in class
e. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
f. complete assigned tasks on time and as directed
g. help maintain a school environment that is safe, friendly, and productive
h. act at all times in a manner that reflects pride in self, family, and in the school

**DRESS AND GROOMING**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- a. Does my clothing expose too much? (no)
- b. Does my clothing advertise something that is prohibited to minors? (no)
- c. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- d. Would I interview for a job in this outfit? (yes)
- e. Am I dressed appropriately for the weather? (yes)
- f. Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

1. Be clean of body and dress. Be well groomed and wear clothing, which is neat in appearance. Holes more than four inches above the knees are not allowed unless they are patched or mended.

2. Shoes or sandals must be worn at all times.

3. Shorts must have at least a 4 inch inseam. Skirts must reach mid-thigh in length. Shorts and skirts with slits or holes are not appropriate. Lycra/spandex shorts, swimming trunks, pajama bottoms and any other style of short attire will not be allowed.

4. All clothing must be worn appropriately. Clothing that is deemed sexually provocative, suggestive, or revealing will not be permitted (including plunging necklines and exposed
midsections or undergarments). Tops that do not reach the top of the arm (tank tops) or those that expose abdominal areas or midriffs are also not permitted.

5. Yoga pants, leggings, tights, spandex, exercise pants, and any other pants that are form fitting must be worn in conjunction with a shirt or dress that reaches mid-thigh.

6. Printed shirts may be worn ONLY if they do not advertise or display connotations of drugs, alcohol, tobacco, sex, vulgarity, or violence. Any shirts referencing this type of advertisement will not be allowed. Students may be asked to wear a shirt given to them by the office that day.

7. Headwear such as hoods, hats, caps, head scarves, and bandanas will not be permitted inside the building from 8:05 to 3:10. Failure to turn over hats/caps, etc. when directed to do so will be treated as “insubordination”.

8. Heavy coats, sunglasses, and jackets are not permitted in class without teachers’ permission.

9. Hair and beards must be neat and clean. Shops, labs, gym classes, and athletic teams may have additional restrictions based on safety.

10. Chains heavier than jewelry gauge, spiked collars or bracelets, or jewelry that is deemed inappropriate will not be permitted.

11. If a student has selected a manner of appearance that disrupts the educational process or presents a safety risk to themselves or others, they may be removed from the educational setting. However, this provision shall not apply to issues of fashion or appearance which are otherwise addressed under this heading and with which the student is compliant.

Violations of the dress code will be handled as follows:

1st Violation:
- Discipline write-up
- Warning issued
- Clothing adjustments done as needed
- Student’s parents/guardians and teachers notified

2nd Violation:
- Discipline write-up
- Student kept in office until appropriate clothing is secured
- Time out of class is unexcused and a detention will be assigned
- Student’s parents/guardians and teachers notified

3rd Violation:
• Discipline write-up
• Student kept in office until appropriate clothing is secured
• Assigned 1 day in “In-House” Suspension will be assigned
• Student’s parents/guardians and teachers notified

4th Violation:
• Discipline write-up
• Assigned out of school suspension pending parent/guardian meeting
• Student’s parents/guardians and teachers notified

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

GANGS

Gangs, which initiate, advocate, or promote activities, which threaten the safety or well-being of persons, or which are disruptive to the school environment are not tolerated.

Incidents involving initiation, hazing, intimidation, and/or related activities, which are likely to cause harm or personal degradation, are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.
It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

**STUDENT ASSISTANCE PROGRAM POLICY**

Ida Public Schools consider alcohol and other drug abuse a serious social problem. It produces inappropriate behavior within the school environment, which interferes with learning and the fullest possible development of each student. Such use/abuse by adolescents is illegal and often leads to chemical dependency. We affirm that chemical dependency is a primary disease affecting all persons in the dependent’s life. It is progressive, chronic and, if untreated, it is fatal.

We believe …

1. that prevention is the beginning of a continuum of necessary services
2. that it is appropriate for school staff to identify observable problem behavior demonstrated by students in order to provide appropriate assistance to students as early as possible
3. that the rights of students who do not use or abuse alcohol and other drugs must be protected and reinforced
4. that the rights of administrators, teachers, and staff to perform their duties must be protected so that inordinate amounts of time are not allocated to performing policy enforcement and assisting law enforcement
5. that parents/guardians are full partners in the district student assistance program
6. that comprehensive prevention efforts must reach students, teachers, administrators, parents/guardians and the community

Our school pledges to provide firm, yet compassionate support and intervention to any student of the school community who may be affected by alcohol and other drug use/abuse. Since treatment is available and recovery is possible, we commit ourselves to support the recovery process in any reasonable way. This district recognizes the importance of peer support groups for students experiencing personal problems related to alcohol and other drug use/abuse. Since we have set forth a philosophy of no alcohol and other drug/abuse for all of our students, we commit ourselves to do everything reasonable to keep our school and events free of alcohol and other drugs. Therefore, the following policy shall become a part of the District’s Student Conduct Code and shall include the assurances of due process contained in that policy. We will deal swiftly and firmly with anyone bringing these substances into our school or school-sponsored activities.

The Ida Public School District shall initiate intervention strategies for troubled students under three circumstances:

1. Students referred as a consequence of violating the “Alcohol and Other Drug Discipline Code.”
2. Students referred as a consequence of behavioral identification or suspected use.

Students in circumstances 2 and 3 will not be subject to disciplinary action on the first occasion.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlit cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. **Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

9. **Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. **Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses, as well as, false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties, as well as, disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building administration. The school is not responsible for personal property. Theft may result in suspension or expulsion.
18. **Disobedience**

School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent/guardian. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. **Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. **Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

21. **Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. **Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. **Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. **Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
25. Possession of Wireless Communication Devices (WCDs)

Use of all electronic devices during the school day, except those required for health reasons or approved by the administration, is prohibited. Students who enter or leave the building at times throughout the school day other than the traditional 8:05 a.m.-3:10 p.m. are still accountable for appropriate use of electronic devices. Electronic devices include but are not limited to cell phones, cameras, iPods, mp3 players, etc. If brought to school, such devices must be stored in lockers and must remain “off” during the school day. In regards to the electronics devices policy, the school day begins as soon as the student enters the building.

For students choosing to ignore this policy, the following consequences apply:

1st Violation:
Confiscation of device until parent/guardian picks it up, and lunch detention assigned.

2nd Violation:
Confiscation of device until a parent/guardian picks it up, and three lunch detentions assigned.

3rd Violation:
Confiscation of device until a parent/guardian picks it up and five lunch detentions assigned.

On school buses, such devices must be “off” and put away, or student will be subject to discipline per bus rules.

Note: The school is not responsible for the loss, theft, or damage to any personal technology items. If students choose to bring these items to school, they do so at their own risk. This includes any items which come up missing from lockers, school buses, etc.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion. All videotaping for assignments must be under the supervision of staff and/or approved by administration.

“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 students, but can lead to unwanted exposure of the messages 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.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident.
Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. **Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. **Violation of bus rules**

Please refer to Section V on transportation.

28. **Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. **Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students, as well as, any other person in the school environment, including employees, Board members, parents/guardians, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

*Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.*

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated.
Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

**Harassment**

A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student’s education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student’s educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

A. verbal harassment or abuse
B. pressure for sexual activity
C. repeated remarks with sexual or demeaning implications
D. unwelcome touching
E. sexual jokes, posters, cartoons, etc.
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, or safety
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
H. remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

A. illegal activity, such as drinking or drugs
B. physical punishment or infliction of pain
C. intentional humiliation or embarrassment
D. dangerous activity
E. activity likely to cause mental or psychological stress
F. forced detention or kidnapping
G. undressing or otherwise exposing initiates

Bullying and Other Aggressive Behavior

Anti-Bullying Policy – The Ida Public Schools Board of Education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Definition: “Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant [pda], or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or other action as identified by school administration. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.
Note: Please see the complete Anti-Bullying Policy, located in the district offices and on the school website.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the Board of Education’s approved code of student conduct. The consequences and remedial measures may include, but are not limited to, those listed below:

**Possible Consequences**
- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- Behavior plan and/or contract
- Community Service
- In-school suspension
- Out-of-school suspension
- Legal action
- Expulsion

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.
The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

**Non-Retaliation/False Reports**

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

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

The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide, all administrators, school employees, contracted employees and volunteers who have significant contact with students training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

**Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.
"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

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

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

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

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

**Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

**Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

**Profanity**
Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

**DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

**Informal Discipline**

Informal discipline takes place within the school. It includes:

1. writing assignments
2. change of seating or location
3. lunch-time and/or after-school detention
4. in-school restriction

**Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one (1) day notice. The student or his/her parents/guardians are responsible for transportation

**In-School Suspension**

Assigned students will attend the required time period during which time they will be permitted only necessary breaks. Each student shall arrive with sufficient educational materials to remain busy during this required study period.

A student missing any portion of his/her assigned time in in-school suspension may be given an additional disciplinary action. Failure to timely serve in-school suspension assignment(s) may lead to a suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school suspension:
a. Students are required to have class assignments with them.
b. Students are not to communicate with each other unless given special permission to do so.
c. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
d. Students shall not be allowed to put their heads down or sleep.
e. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
f. No food or beverages shall be consumed.

**Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents/guardians may appeal the suspension, in writing, to building administration and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents/guardians will be given written notice of the hearing and will be expected to attend. The building principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

**Discipline of Students with Disabilities**
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

**DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

**Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents/guardians will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal or superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents/guardians request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

**Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents/guardians which will contain:
a. the charge and related evidence  
b. the time and place of the Board meeting  
c. the length of the recommended suspension or a recommendation for expulsion  
d. a brief description of the hearing procedure  
e. a statement that the student may bring parents, guardians, and counsel  
f. a statement that the student and/or parent/guardian may bring a translator or request a transfer for hearing impaired students or parents/guardians  
g. a statement that the student may give testimony, present evidence, and provide a defense  
h. a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction  
i. the ability of the student and/or parent/guardian to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved  

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice.  

Within 10 days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student’s parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.  

The Ida Public Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the building administration.  

**Discipline of Students with Disabilities**  
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).  

**Search and Seizure**  
Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.  

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are
to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student’s refusal to permit such access may be grounds for disciplinary action.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building administration twenty-four (24) hours prior to display.

**Student Concerns, Suggestions, and Grievances**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

**SECTION V - TRANSPORTATION**

**BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who require it. The transportation schedule and routes are available by contacting the Transportation Department.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal’s approval of a note from parent/guardian stating the reason for the request and the duration of the requested change.

**BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to provide transportation safety.

Students must comply with the following basic safety rules:

**Previous to loading (on the road and at school)**
Each student shall:

a. be on time at the designated loading zone 3 minutes prior to scheduled stop;
b. stay off the road at all times while walking to and waiting for the school transportation;
c. line up single file off the roadway to enter;
d. wait until the school transportation is completely stopped before moving forward to enter;
e. refrain from crossing a highway until the driver signals it is safe to cross;
f. go immediately to a seat and be seated.

It is the parents'/guardians’ responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

a. remain seated while the school transportation is in motion;
b. keep head, hands, arms, and legs inside the school vehicle at all times;
c. not litter in the school vehicle or throw anything from the vehicle;
d. keep books, packages, coats, and all other objects out of the aisle;
e. be courteous to the driver and to other riders;
f. not eat or play games, cards, etc.;
g. not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

a. remain seated until the vehicle has stopped;
b. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
c. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.
SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

   a. Students shall complete and submit a parking permit and provide evidence of a driver's license
   b. Parking lot speed limit is 15 mph
   c. The student must obtain a permit from the high school office and pay a fee of $10 for the entire school year
   d. If a student’s parking permit is suspended, no fees will be refunded

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents/guardian and approved by the principal.

Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents/guardians of passenger students and approval by the principal.

USE OF MOTORIZED VEHICLES/ DRIVING PRIVILEGES

Driving and parking privilege will be granted to all high school students who have a valid driver’s license, provided they purchase a parking permit at the office, drive safely, and are in good standing with regard to attendance (i.e. no “unauthorized absences” from school). As student safety is a high priority of the Ida Public Schools, students are expected to drive safely in accordance with posted speed limits both on campus and in the neighboring communities. Students reported as driving too fast or unsafely on our campus or in the community will be denied parking privileges at the school. The fee for the parking permit is established by the Board of Education. Students who lose their driving privilege due to attendance or poor driving issues will not get a refund for the permit purchase. Parking permits must be displayed in the vehicle at all times. Students must park in designated student parking lots only. Students must comply with all local and state safety regulations. Students may not go to their vehicles during school hours without permission from the office. Violations of this section may result in loss of driving privilege and/or detention or suspension from school. All cars parked on Ida Public School property are subject to search. Students who have purchased a parking permit and who drive a different vehicle to school, rather than the vehicle reported on the parking application, must report the change to the office immediately.
IDA TOWNSHIP ORDINANCE

An Ordinance prohibiting the trespass upon public school lands, buildings, or premises within Ida Township and providing penalties for the violation hereof.

THE TOWNSHIP BOARD OF THE TOWNSHIP OF IDA, COUNTY OF MONROE, STATE OF MICHIGAN ORDAINS:

1. No person shall willfully enter upon the lands, buildings, or premises of any public school within Ida Township without lawful authority, after having been forbidden to do so by the owner, agent, or servant of the owner or the person lawfully in charge thereof.

2. No person being upon the lands, buildings, or premises of any public school within Ida Township, upon being notified to depart there from by the owner, agent, or servant of the owner, or the person lawfully in charge thereof, shall without lawful authority neglect or refuse to depart there from.

3. Any person violating the provisions of this Ordinance shall upon conviction thereof, be subject to a fine of not more than $100.00 or imprisonment in the Monroe County Jail for a period of not to exceed ninety (90) days or both such fine and imprisonment in the discretion of the Court. This Ordinance shall become effective thirty (30) days after publication in a newspaper of general circulation within the Township of Ida.

Ida Township Ordinance

An Ordinance to govern the operation, parking and speed of motor vehicles upon the property of Ida Public Schools, Monroe County, Michigan, as requested by Resolution of the Board of Education of said school district. Pursuant to the Provision of Act 175 of the Public Acts of 1958, as amended, and Act 246 of the Public Acts of 1945, as amended, the Township Board of the Township of Ida, County of Monroe, State of Michigan, ordains:

SECTION 1. APPLICATION

This ordinance shall apply to all of the property of Ida Public Schools, Monroe County, Michigan, situated within the Township of Ida.

SECTION 2. DEFINITION

“Motor Vehicle” means every vehicle which is self-propelled.

SECTION 3. SPEED OF MOTOR VEHICLES

No person shall operate any motor vehicle on any roadway, drive or in any parking area on any property of Ida Public Schools, at a speed in excess of 15 miles per hour.

SECTION 4. STOP STREETS

a) All roadways and drives on any property of Ida Public Schools are designated “Stop Streets” at the several points where the same intersect with any public highway.
b) Every driver of a vehicle approaching a “Stop” sign at a designated “Stop Street” shall bring the vehicle to a complete stop at the point nearest the intersecting highway, roadway, or drive where the driver has a view of approaching traffic on such intersecting highway, roadway, or drive before entering the intersection, and shall proceed into the intersection only when such movement can be made in safety and without interfering with other traffic.

SECTION 5. YIELD RIGHT-OF-WAY INTERSECTIONS

a) “Yield Right-of-Way” intersections on any property of Ida Public Schools may be so designated by Resolution of the Board of Education of said school district and shall be so posted.

b) Where signs bearing the message “Yield” or “Yield Right-of-Way” are erected upon the approach to an intersection, a driver approaching such sign shall slow to a reasonable speed for existing conditions of traffic and visibility, yielding the right-of-way to all traffic on the intersection, roadway, or drive which is so close as to constitute an immediate hazard.

SECTION 6. PEDESTRIAN CROSSWALKS

a) Pedestrian crosswalks may be designated at any point on the property of Ida Public Schools by Resolution of the Board of Education of said school district, and said crosswalks shall be designated by painted lines upon the surface of the roadway or drive and/or “stop” signs.

b) The driver of every motor vehicle approaching a marked pedestrian crosswalk shall come to a full and complete stop before crossing said crosswalk and shall yield right-of-way to any pedestrian within said crosswalk.

SECTION 7. PARKING OF MOTOR VEHICLES

a) No motor vehicles shall be parked at any place on the property of the Ida Public Schools except in parking areas posted for such use.

b) No motor vehicles shall park more than twenty-four (24) hours continuously within any parking area.

c) No motor vehicles exceeding one-ton rated capacity shall park within any parking area, except when used as a legal means of transportation to and from regular school functions.

d) Motor vehicles operated by students shall be parked only within parking areas posted for such use.

e) No motor vehicles shall be parked within an area designated “Loading and Unloading Only.”
SECTION 8. RECKLESS DRIVING

No person shall drive any vehicle on any roadway or drive or in any parking area in a careless and heedless manner, or without due caution and circumspection, or at a speed or in a manner so as to endanger or to be likely to endanger any person or property.

SECTION 9. PROHIBITED OPERATION

No motor vehicle shall be operated on any property of Ida Public Schools except upon a roadway, drive, or parking area with a gravel or hard surface, except at the direction of a police officer.

SECTION 10. PROHIBITED VEHICLES

No motorcycle, motor bike, motor scooter, go-cart, snowmobile, or similar motor vehicle, whether or not licensed for travel upon public highways, shall be operated on any property of Ida Public Schools, except when used as a legal means of transportation to and from regular school functions.

SECTION 11. PENALTY

Any person violating any of the foregoing sections or subsections shall be guilty of a misdemeanor punishable by fine of not exceeding $100.00 or by imprisonment not to exceed 90 days or by both such fine and imprisonment. This Ordinance shall become effective thirty (30) days after publication in a newspaper of general circulation in the Township of Ida.

RELEASE OF STUDENT PHOTOS/MEDIA INTERVIEWS

During the year, the Ida Public Schools often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, yearbook, sports programs, news articles, academic and fine arts programs are a few examples of these activities. As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as the district newsletter and calendar and in communicating with the media, such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time. Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

If you wish not to have your student’s picture appear in any of the school’s published materials, please inform the high school office, in writing, prior to the start of the school year. If your student is involved any activities where photographs are frequently taken – for example, athletics – and the activity may commence before the start of the school year, please submit your letter to the high school office prior to the beginning of the activity. You need not submit a letter for each activity and only one letter is necessary per year.

DRUG FREE SCHOOL ZONE

Within the provisions of Public Act 12, 1988, known as the Drug Free School Zone Act, the Ida Board of Education has declared that the schools of Ida are DRUG FREE SCHOOL ZONES. The Board of Education recognizes that young citizens of the Ida community have an undeniable and fundamental right to the advantages of a school environment which is conducive to educational goals and prerogatives and which is totally free of drug abuse and trafficking activities. Therefore,
in accordance with federal and state law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students and/or adults on school grounds, in school or school approved vehicles, or at any school-related activity or event. Drugs include any alcoholic beverage, anabolic steroids, controlled substances as defined by state statutes, a substance that could be considered a “look alike” controlled substance and tobacco products. Drug offenders who distribute to or who use children, or who operate on or near school property, shall be punished to the fullest extent of the law.

NOTE: The following forms are available in the School Office as they are referenced in the Student/Parent/Guardian Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents/Guardians Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents/Guardians Regarding Student Records Form 8330 F9
- Notification to Parents/Guardians on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Guardian/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, EpiPen, or Prescribed Emergency Medication Form 5330F1c
- Parent/Guardian Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13
- Parent/Guardian Notification Regarding Student Records. Form 8330F9