

I understand that it is my responsibility as a John Glenn High School student to be aware of the contents of this manual.

I understand that claiming ignorance of the information contained in the JGHS Student Manual does not exempt me from consequences due to my choices and behaviors. I am responsible for my choices and behaviors.

My signature below signifies that I have received, read, and agree to abide by the JGHS policies and procedures described in the JGHS Student Manual.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_





# 2016-2017

## John Glenn High School Student Handbook

### Table of Contents

Welcome to John Glenn High School.....	5
JGHS Administration/Office personnel numbers	
Academics.....	6-11
Grading Policy	
Grades	
Incomplete Grades	
Marking Period Honor Roll	
Graduation/Course Requirements	
Testing Out of a Course	
Assessing Grades	
Grade Change Policy	
Report Cards	
Personal Curriculum	
National Honors Society Selection	
Graduation with Honors	
Valedictorian and Salutatorian Policy	
Transcript Policy	
Withdrawals and Transfers	
Withdrawal from School	
Counseling Services	
Assessments	
Policies and Procedures .....	11-14
Lockers	
Vehicle Searches	
Unpaid Fees	
Driving to Bay Arenac Career Center	
Bus Rules	
Immunizations	
Medications	
Policy for 18 Year Olds	
Student Pictures	
School Lunch Program	
School Work Permits	
Use of Telephone	
Activities and Organizations.....	14
Philosophy	
Dances	

Sexual Harassment Policy.....15

Code of Conduct ..... 15-20

- Statement to Students
- Responsibilities
- Discipline Policy
- Expulsion Procedures
- Due Process
- Search and Seizure

Expected Student Behavior..... 21-22

- Attendance/Punctuality
- Make Up Work
- Driving Privileges

Technology..... 22-23

- Use of Technology to Harrass and/or Bully
- Academic Fraud
- Bring Your Own Device (BYOD) Rules

Dress Code ..... 24-25

Discipline Plan ..... 25-28

Bay Arenac ISD ..... 29-31

Extracurricular Code of Conduct..... 32-37

- Understanding Concussion
- Extracurricular Code of Conduct Signature Page

## **WELCOME TO JOHN GLENN HIGH SCHOOL!**

The high school experience is something much more significant than another four years of school. It is a compilation of traditions and influences; of individual growth and collective spirit. The lessons learned in its classrooms and laboratories constitute only a small part of the education offered. We urge you to embrace all that John Glenn has to offer you. Use the information in this manual to help you get the most out of your time here. There are many dedicated adults here to assist in your success.

### **John Glenn High School Mission Statement:**

Our mission is to educate all students to their highest potential.

### **Bangor Township Schools Vision Statement:**

It is our vision to provide quality learning opportunities for all members of the Bangor Township community.

### **John Glenn High School Administration/Office Personnel**

The high school administrative staff can be reached during regular school hours (7:30 am-4:00 pm). If they are not immediately available, the secretary may be able to help you or a message may be left and your call will be returned. Generally, questions or concerns should be directed to:

Mr. Dan Decuf Principal	684-7510 ext. 2272	Bangor Township Schools District Administration	
Mr. Tony Bacigalupo Assistant Principal	684-7510 ext. 2204	Mr. Matt Schmidt Superintendent	684-8121 ext. 1208
Mrs. Deb Werner Secretary - General Information	684-7510 ext. 2201		
Ms. Deb Rau Secretary - Attendance/Records	684-7510 ext. 2206		
Mrs. Lyn Galloway Attendance Clerk	684-7510 ext. 2278		
Mrs. Sara Engelberts Student Counselor	684-7510 ext. 2209		
Mrs. Catie Isola Student Counselor	684-7510 ext. 2208		
Mr. Jeff Tuck Student Counselor	684-7510 ext. 2210		
Mr. Troy Lynch Athletic Director	684-7510 ext. 2203		
Mrs. Jodie Scott Assistant Athletic Director	684-7510 ext. 2202		
Ms. Jody Chung Facilities Requests	684-7510 ext. 2291		

## - ACADEMICS -

### Grading Policy

The school year consists of two semesters of which each is divided into two nine-week marking periods. The final grade for any course will be weighted 40% for each marking period and 20% for semester exam. Exam exemption requests are available to seniors until the last day of scheduled class meeting times.

### Grades

The following standard grading scale is used to calculate student cumulative grade point average:

A	100 – 93.5 %	C	76 – 73.5%
A-	93 – 89.5%	C-	72.5 – 69.5%
B+	89 – 86.5%	D+	69 – 66.5%
B	86 – 83.5%	D	66 – 63.5%
B-	82.5 – 79.5%	D-	63 – 59.5%
C+	79 – 76.5%	E	59% and below

	Regular and Academic	Honors	Advanced Placement
GRADE EARNED	GRADE EQUIVALENT	GRADE EQUIVALENT	GRADE EQUIVALENT
A	4.0	4.5	5.0
A-	3.6	4.1	4.6
B+	3.4	3.9	4.4
B	3.0	3.5	4.0
B-	2.6	3.1	3.6
C+	2.4	2.9	3.4
C	2.0	2.5	3.0
C-	1.6	2.1	2.6
D+	1.4	1.9	2.4
D	1.0	1.5	2.0
D-	0.6	1.1	1.6
E	0.0	0.0	0.0

Advanced Placement (AP) classes offered are available to students based on application process. Grades for AP courses are rated on a 5.0 grading scale for those students taking the AP exam. AP students not taking the AP exam will have their grade weighted using the Honors' scale.

If students/parents wish to appeal a grade or request a grade correction, they must do so in writing within 10 days from the distribution of report cards.

Intervention classes do not receive a letter grade but will earn Credit or No Credit and count toward graduation requirements.

## Incomplete Grades

Students receiving an incomplete in any class will have two weeks to make up the work unless other arrangements have been made with the teacher. If the work is not made up, the teacher will count the incomplete work as zero (0) points and calculate the final grade. Requests for a grade review by a teacher must take place no later than the end of the marking period immediately following the issuance of the grade.

## Marking Period Honor Roll

Each marking period two honor rolls are published; “High Honors” for students earning grade point averages of 3.50 or above. With “Honors” for grade point averages between 3.00 and 3.49.

## Graduation/Course Requirements

To be eligible to *receive a diploma* from John Glenn High School, a student must: be enrolled as full-time high school student for four years during which time he/she must earn a minimum of:

28 credits possible: 25.5 credits needed

A credit is earned for each subject during the school year in which the student earns a passing grade. Credits are earned at the end of each semester; thus, one-half credit is earned in each course each semester. Career Center courses earn up to 1.5 credits per semester.

To participate in Baccalaureate and Commencement ceremonies, the graduate must be a full time student. The credits required for graduation are divided into two types:

- 1) “REQUIRED” courses are earned by passing subjects which are required by either the State of Michigan or the Bangor Township Board of Education.
  - Four credits in English: Credits are usually earned at the rate of one credit per year.
  - Four credits in Mathematics: Must successfully complete Algebra 1, Geometry, Algebra 2, and one additional Mathematics or Mathematics related credit in senior year.
  - Three credits in Science: Must successfully complete Biology; Chemistry; or Physics; and one additional science credit.
  - Three credits in Social Studies: Must successfully complete United States History, Civics (.5 credit), Economics (.5 credit), and World History.
  - One credit in Personal Wellness: Credit is usually earned in the freshman year and includes one semester of Fitness and one semester of Health.
  - One credit in Visual, Performing, Applied Arts: Credit can be earned in choir, band, drama, computer, film literature, or art class.
  - One credit of World Language: Courses are offered in Spanish and French.

- 2) “ELECTIVE” credits are those which are earned by passing subjects which the student chooses because of interest.

A maximum of 5 credits may be earned in the following non-traditional settings:

- Community service with a minimum of 180 hours. Only one community service credit will count towards graduation.
- Summer school
- E2020 (maximum 4 credits allowed regardless if taken during or after school hours)

John Glenn High School accepts transfer credits from other accredited high schools.

## **Testing Out of a Course**

The provision to allow all students to test out of a course is designed to provide John Glenn High School students with an opportunity to accelerate their progress through a series of courses by demonstrating their knowledge and/or skills in a prescribed manner. This opportunity is an option that may be planned by student, parent and counselor as they work together to develop an Employment/Education Development Plan. Tests will be administered in August and January (two weeks prior to the beginning of a semester). A student must score an 80% or higher on assessment to test out of a course. For admittance into advanced courses such as Honors and Advanced Placement approval by department is required.

## **Accessing Grades**

Students and parents may access up to date information using the web based Skyward portal at [www.bangorschools.org](http://www.bangorschools.org)

- Parents will have separate logins from their children.
- Students are encouraged to communicate directly with teachers with questions and/or concerns.

## **Grade Change Policy**

Bangor Township School teachers are authorized to review the official transcripts of the students they have taught. Furthermore, no school employee may alter a grade given by a certified and qualified teacher unless one of the following occurs:

- 1) The teacher approves of the change.
- 2) The change is approved by the grade review committee and the teacher involved does not appeal the panel's decision.
- 3) If the teacher is not satisfied with the decision of the Grade Review Committee, then a written appeal can be sent to the Bangor Township Board of Education.

\*According to Public Act 232, the Bangor Township Board of Education authorized the establishment of a grade review committee. The committee will consist of three teachers selected by the Bangor Township Education Association, one Board of Education member and the Superintendent or his/her designee. The purpose of the committee is to review written appeals by parents and/or students related to academic grades.

## **Report Cards**

A report card is a progress report to students and parents. It is an indication of achievement as well as areas needing improvement. Report cards are issued at the end of the 9th and 18th week of each semester. Report cards will be available electronically at the end of MP1 and MP3. Report cards will be mailed home at the end of each semester (MP2 and MP4).

## **Personal Curriculum**

If a student is unable to meet the Michigan Merit Curriculum requirements, a parent may request a Personal Curriculum. For more information, please contact the school.

\*See Attached Letter (Page 29)



## National Honors Society Selection

The National Honor Society was established in 1921 by the National Association of Secondary School Principals to recognize students demonstrating high standards of character, scholarship, leadership, and service. Today there are more than 15,000 chapters chartered with local chapters following the constitution established by the national organization. John Glenn's chapter was named in honor of Michael L. Wemple, a former teacher at this school. Membership in the National Honor Society is an honor granted by the faculty of a high school.

**Eligibility for membership** Student must formally petition to be considered for membership in the National Honor Society. Only those students selected by the faculty council are inducted into the society. According to national rules, to be eligible for membership, students must meet the following three requirements. Students must have a documented record of community service, including **20 hours prior to application**. All hours must be documented by **non-family members** and turned in to the JGHS counseling office prior to application. Eligibility for community service hours begins in June of the preceding school year. In order to apply for NHS, students must be Juniors or seniors, have a minimum cumulative grade point average of 3.20, and have been a student at John Glenn High School for at least one semester. Students must submit to the National Honor Society advisor by the established deadline, a Student Activity Information Form and a form listing all classes that the student has taken while in high school. These forms can be obtained from the NHS advisor. Students must have five evaluation forms completed. At least three forms must be given to teachers of academic subjects, e.g. English, Math, Science, Foreign Languages, and Social Studies. Preference should be given to teachers who know the students well. The remaining two evaluation forms may be completed by employers, coaches, clergy, and sponsors of extracurricular and community activities.

**Selection for Membership:** After the deadline established for the return of student information forms and evaluations, the faculty council will meet to select new members. Selection for membership will be made following these criteria: academic qualifications, including both grade point average and the level of difficulty of the classes taken, student's records of leadership and service, and results of student evaluations. The same requirements will apply to both juniors and seniors and the higher the student's standards are in the above mentioned areas, the better his or her chances for selection are. The members of the faculty council will follow the national guidelines for selection of new members and will make every effort to be consistent and fair in their decisions. Membership may be reviewed by the Faculty Council in the case of falling below the minimum GPS or community service hours and/or notification of disciplinary action.

## Graduation with Honors

A senior will graduate with honors if he/she maintains a cumulative GPA of 3.50 or above in his/her four years in high school. Students earning a GPA of 3.5 to 3.66 graduate with Cum Laude status. A GPA of 3.67 to 3.75 will award students Magna Cum Laude status. Summa Cum Laude status is earned with a GPA of 3.76 and above.

## Valedictorian and Salutatorian Policy

The Valedictorian and Salutatorian will be determined at the end of Semester 1 for the 2016/17 school year. Class rank will be determined by the following formula:

$$\begin{array}{ccc} \text{Cumulative GPA} & + & \text{SAT Score} \\ (75\%) & & (25\%) \end{array}$$

A student may take the SAT as many times as they would like during his/her high school career. **ONLY** the first two SAT scores AFTER the beginning of their academic fall term of his/her Junior year (will count – with one of them being the state sponsored SAT in the spring of their Junior year. These two SAT tests must be taken, and the scores recorded, by the end of the first semester of the student's Senior year.

The Graduating class of 2016/17 will use the formula Cumulative GPA (75%) + SAT (25%)

## **Transcript Policy**

Each senior will be provided with one official transcript at no cost. For the first year after graduation, alumni can receive transcripts at no cost. After that time, additional official transcripts will cost \$3.00 each. Official transcripts will only be mailed to colleges and universities.

**PLEASE REQUEST OFFICIAL TRANSCRIPTS FROM THE COUNSELING OFFICE AT LEAST 24 HOURS IN ADVANCE.**

## **Withdrawals and Transfers**

### **Transfers**

A transfer form must be completed before a student leaves his/her present school. This will ensure the speedy transmittal of necessary records to the “new” school. A minimum of a 24 hour notice should be given. A “Request for Student Records” form must be received from the new school before records will be released from John Glenn High School. Textbooks, materials, and library books must be returned at the time of withdrawal.

### **Withdrawal from School**

Any student who leaves John Glenn High School during the school year needs to complete a withdrawal form from the counseling office and meet with his/her counselor to ensure all academic credentials are in place prior to the student’s last day. Upon withdrawal, all books and materials must be returned. All financial obligations should be cleared before the student’s last day. In the event a student leaves without proper clearance, the grades may become “incomplete” or even “failures”.

## **Counseling Services**

In high school, the teachers, coaches, sponsors of other extracurricular activities, and administrators continue to have an important role in guiding each student’s overall development. The classroom teacher’s primary function, however, is to provide academic guidance and to promote learning in a subject-matter area whereas counselors support students’ other academic and emotional needs.

Students are assigned a counselor that follows them throughout their high school careers. When students need assistance, they are encouraged to see their counselor. Students often want to see their counselors about the current school programs, schedule changes, test interpretations, school problems, improving achievement, personal, social or emotional concerns, educational planning; and obtaining vocational information. College information, college applications and scholarship information are also available in the counseling office. Students who wish to see their counselor should schedule an appointment with the counselors’ secretary.

Counselors assist students in personal, social and academic concerns. The guidance counselor works with parents, teachers and administrators to provide the student with appropriate help relative to personal problems and with suitable counsel regarding life, educational purposes, and related decision-making. When appropriate, counselors make referrals to support personnel (school social worker, speech therapist, school psychologist, etc.) provided by Bangor Township Schools, the Bay-Arenac Intermediate School District, or outside referral sources. While counselors are available at the student’s own initiative, the department plans and carries out a program of individual and group contact with each student. Parents may contact the counseling office at 684-7510 concerning their student’s progress and to request makeup work during prolonged illness. Students may also be referred to the counselor by a teacher.

## Assessments

The following assessments are administered at John Glenn High School. Assessments may include, but are not limited to:

- PSAT (9th Grade)
- PSAT (10th Grade)
- M-STEP
- Work Keys
- SAT
- Advanced Placement
- Semester Exams

Students are still encouraged to take the ACT as they prepare for post-secondary.

For additional assessment information, please refer to the John Glenn High School website.

## - POLICIES AND PROCEDURES -

### Lockers

School lockers are the property of JGHS and are assigned to students for the purpose of storing supplies, coats, or other essential school items. The administration has the right to search student lockers and the contents at any time, without notice, without student consent and without a search warrant. State of Michigan House Bill 5233 states that students have no privacy expectations in the use of school lockers. The student is at all times responsible for material contained within the locker. Students have the responsibility of keeping their lockers clean and free of trash at all times and must be completely clean and empty at the end of the school year or upon the student leaving John Glenn High School. John Glenn High School cannot assume responsibility for lost or stolen items. It is advisable for students to leave valuable items and cash at home. Personal locks may not be used on school lockers. Each student is responsible for the condition of his/her assigned locker. Items are not allowed to be placed on the front of lockers.

### Vehicle Searches

High school students are permitted to park on school premises **as a matter of privilege, not of right**. JGHS retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school personnel has reasonable suspicion to believe that illegal or unauthorized materials are contained within. Such patrols and inspections may be conducted without notice, student consent, or a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Administrative intervention may also occur.

### Unpaid fees

Any unpaid dues and fees such as lost books, lunch accounts, and any other outstanding balances will result in students not being allowed to attend dances or be exempt from exams. When dues and fees are paid in full student will be allowed to attend the next available dance. If unpaid fees still exist at graduation, the student may not be allowed to walk in the ceremony.

### Driving to Bay Arenac Career Center

Students who have authorization to drive to the Bay Arenac Career Center must adhere to all rules and regulations set forth by BACC administration.

## **Bus Rules**

Students who ride a Bangor Township school bus will adhere to the rules as established by the Director of Transportation to ensure the personal safety of each student and the efficiency of operation of each bus. Infractions of these rules may result in the loss of the privilege of riding the bus. The following rules have been established in order to provide the safest possible transportation for our students:

- The bus driver is in charge of and responsible for students and bus while in transit.
- Students must be on time at their bus stops. Drivers are on a very tight schedule and will not wait for riders.
- Students are to stay back off the roadway while waiting for busses.
- Students must cross in front of bus when it is necessary for them to cross the roadway.
- The student should cross in front of the bus only after the driver has given a signal that the traffic is clear.
- Students are asked to wait until the bus has come to a complete stop before attempting to enter or leave the bus. Students should enter and exit the bus in single file.
- Riders must keep hands and heads inside the bus at all times.
- Students are to remain seated at all times. Moving around or changing seats could cause severe injury to someone if the driver has to make a sudden stop.
- In some cases it may become necessary for the bus driver to assign seats. Students will be expected to cooperate.
- It is required that students ride to and from school on the bus which they are assigned. In extreme cases, a student may get written permission from the building administration or Director of Transportation to ride an alternative bus. This is only done through contact with a parent.
- Students are asked to report any damage immediately.
- If, for whatever reason, a student causes distraction to the driver or an unsafe situation, the driver will speak to that person about his/her behavior. If poor behavior continues, it will be necessary for the driver to issue a written warning. This warning is to be taken home by the student and signed by a parent. The warning slip is then returned to the driver the next time the student rides the bus. Hopefully, this will be the only action necessary. If poor behavior continues, a progressive suspension from bus privileges will go into effect. It is believed that students at the secondary level will be responsible. Therefore, certain violations will warrant an automatic ten day suspension. These are such things as the use of or bringing on the bus any illegal substances, destroying the school bus in any way, throwing objects at the bus such as snowballs, opening or going out of the emergency door and causing or using fire of any source.
- Should the school bus be late to school, the student will automatically be excused and a parent does not need to call in to excuse the student.
- The use of tobacco in any form is not permitted on the bus.

## **Immunizations**

All students must have been lawfully immunized against prescribed illnesses. A student enrolling in school in this district for the first time must submit one of the following:

- A statement signed by a physician that the student has been immunized or protected against diphtheria, tetanus, chicken pox, pertussis, rubella, measles, poliomyelitis and hepatitis B, and tuberculin tested to determine the presence of an infection of tuberculosis.
- A statement signed by a parent or guardian to the effect that the student has not been immunized and tuberculin tested because of religious convictions or other objections to the immunization.
- A request signed by a parent or guardian that the local health department gives the needed protective injections and diagnostic tests.
- Parents and guardians will no longer be able to submit an uncertified immunization waiver form to John Glenn High School.
- To obtain a certified nonmedical waiver a parent must contact their county health department to receive immunization waiver education and to obtain a certified State of Michigan Immunization Waiver Form.
- The certified State of Michigan Immunization Waiver Form, containing the county health department stamp and the signature of the authorizing agent completing parent/guardian immunization education, can then be submitted to John Glenn High School.

## **Medications**

In the case of need for medication to be administered, all medications must be in the original prescription bottles; correctly labeled with specific information including student's name, dosage, name of doctor, and pharmacy. Parents must fill out a school medication permission and instruction form. The parent/guardian is responsible for bringing in and picking up the medication. A student cannot transport medications to or from school. Medications include over-the-counter medication (including aspirin, Tylenol, etc.), inhalers, and all prescription medications. These medications will remain in the office and be administered by school personnel. Students may not share any medication with other students or staff. Failure to follow these guidelines will result in administrative intervention.

## **Policy for 18-Year Olds**

Michigan School Law (Sec. 340, 614, MSA 15.361A) provides for establishment of rules and regulations for the discipline and control of pupils by local boards of education, teachers and principals. These rules and regulations may be enforced within reason against all who are in the school setting, regardless of age.

A student 18 years old and older may become responsible for his/her own behavior. He/she may sign a release slip with the office stating his/her desire to be held responsible. Written acknowledgement must be returned to the school. Once signed, a copy will be sent to the parent, and the school will deal directly with, and only with, the young adult on matters concerning him/her. Policies governing the conduct of 18+ year olds will be the same as they are for all students at John Glenn High School.

## **Student Pictures**

A school-approved photographer comes early in the school year to take pictures of all students. The photographer provides each student with an identification (I.D.) card. All students must take a picture for student ID. The student is not required to purchase a picture package of any kind.

## **School Lunch Program**

The school lunch program is maintained as a vital part of the total educational program of the school. The following expectations are held for all students:

- Take care of all trash, leaving tables and surrounding floor areas clean.
- Remain in cafeteria or commons area until lunch dismissal bell unless permission is given to leave the area. Campus is closed for freshmen and sophomores and open for juniors and seniors.

## **Student Work Permits**

Students under 18 years of age may not be gainfully employed without a work permit (Youth Employment Standards Act (P.A. 90 of 1978).) Permits are issued by school authorities and can be obtained through the main office.

## **Use of Telephone**

The school office telephones are business phones and are to be used by students only in an emergency and only with permission from an adult staff member. Students will be called out of class to the telephone only in an emergency situation.

# **- ACTIVITIES AND ORGANIZATIONS -**

## **Philosophy**

John Glenn High School maintains extra-curricular and co-curricular activities in the belief that these activities increase a student's interest and pride in his/her school. In addition, such activities aid in the development of personality, character, and the ability to get along with peers.

## **Dances**

John Glenn High School hosts dances which provide an opportunity for JGHS students to socialize in a safe, supervised environment.

In order to ensure the safety and orderly conduct at dances, the following guidelines have been established:

- Students must arrive to a dance no later than 60 minutes after the dance starts. Late arrivals will not be admitted unless permitted by a dance advisor or administrator. Once a student leaves, there will be no re-admittance to the dance. Students must have a ride at the conclusion of the dance.
- 9th grade students will not be allowed to attend prom.
- Parents, faculty members, and at least one administrator will act as chaperones.
- Chaperones will be stationed on the dance floor, in bathrooms, and in the commons area.
- Only guests who have been registered will be allowed in the dances. Registration forms are due by the deadline printed on the form.
- Any infraction of rules should be reported to an administrator.
- Any student asked to leave Prom will not be allowed to attend Post Prom.
- Students will dance face to face. Inappropriate dancing may result in the student being asked to leave the dance.

## **- SEXUAL HARASSMENT POLICY -**

### **Definition:**

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, request for sexual favors, or other verbal written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications are illegal and will subject students, employees, or district volunteers to appropriate corrective action, including discipline when: Submission to sexually harassing conduct or communications is made, either explicitly or implicitly, a term or condition of a student's receipt of educational benefits, aids, services or participation in school activities. Submission to or rejection of such conduct or communications by a student is used as the basis for academic decisions affecting that student, or such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students may take many forms. Examples of conduct prohibited by the policy include, but are not limited to, the following: verbal harassment or abuse of a sexual nature, pressure for sexual activity, repeated remarks with sexual or demeaning implications to students, unwelcome touching of a sexual nature, suggestion or demands of sexual involvement that are accompanied by implicit or explicit threats concerning a student's grades, graduation or other school related matters, sexual name calling, gestures, jokes and spreading sexual rumors about students and staff.

**Reports of Sexual Harassment:** The district encourages any student who believes he or she has been subjected to sexual harassment to report his/her concerns directly to the building principal, guidance counselor or the district representative who is the Human Resources Director or the Director of Instructional Services designed to receive such complaints. Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the district may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency.

## **- CODE OF CONDUCT -**

### **Statement to Students**

Bangor Township Schools firmly believes that every student enrolled in the school should have an equal opportunity to learn to the best of his/her ability. In order for learning to take place, student conduct must be reasonable and appropriate. Responsible and respectful conduct is also necessary to insure the safety and well-being of the entire student body and the staff. It includes appropriate verbal and non-verbal behavior, appropriate and respectful dress, conformance with accepted standards of the district, and non-interference with the learning processes of others. The responsibility for respectful, responsible conduct lies with the individual student, their parents, and John Glenn High School. This outline has been prepared in an effort to assist everyone in understanding his/her responsibility.

It is expected that student behavior on school property and at school sponsored events will be such as to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual never take precedence over the responsibility to the activities in the classroom or functions held on school property. In all school and extra-curricular activities, each student will be accorded that freedom which he/she expects, so long as he/she respects the freedom of others.

Students should be aware that any staff member may take any reasonable action toward any student for the purpose of maintaining discipline over the pupils in attendance at any school (section 340.756, Michigan School Code of 1955, as amended). This encompasses all the school district until he/she is officially released (Section 34D, 614, Michigan School Code of 1955).

Section 340.614 of the Michigan School Code invests in the Board of Education the right to develop rules and policies to ensure the safety of all students while in attendance at school, or on route to or from school, or at any school related function. The Bangor Township Schools Board of Education has adopted policies from which the following procedures have been developed. The procedures describe the obligations of the individual student, his/her parents, and the school, when a violation of good conduct does occur.

## **Responsibility**

A **student** has the responsibility:

1. To respect the rights and viewpoints of other students.
2. To attend school regularly and arrive to classes on time.
3. To care for school property and the property of others.
4. To work cooperatively with all members of the educational family to assure an environment conducive to learning and to follow school rules.
5. To appropriately respond to adult directives.
6. To participate in administrative intervention if necessary and be willing to problem solve.

A **parent/guardian** has the responsibility:

1. To teach his/her student to obey the law and follow the school rules.
2. To teach his/her student to respect the rights and viewpoints of other students and school personnel.
3. To discuss the school rules with his/her student.
4. To see that his/her student is in school every day unless he/she is ill and to see that his/her student gets to school and attends all classes on time.
5. To work cooperatively with school personnel in resolving discipline problems and promoting a positive attitude towards school and teachers.
6. To reinforce the importance of good citizenship and personal behavior while en route to and from school, and at all times while on school grounds and at school sponsored activities.
7. To keep the school informed of correct demographic information, especially changes of address, telephone number or family status.
8. To be aware of his/her student's attendance and academic status.

A **teacher** has the responsibility:

1. To maintain a classroom atmosphere that is conducive to learning.
2. To know and enforce the rules and policies of the school district fairly and consistently.
3. To emphasize that a student who disobeys clearly stated rules can expect corrective action.
4. To demonstrate effective classroom management skills.
5. To use instructional materials to teach, not to discipline or punish.
6. To show courtesy and understanding to each student equally.
7. To administer discipline in private, if possible.
8. To ensure that the discipline is appropriate to the offense and offender.
9. To utilize all available resources of the school district to accomplish positive behavior i.e. counselors, student assistance, school social worker, etc.
10. To post a copy of course grading procedures used in all classes and explain them to all students.
11. To understand that every John Glenn High School student is the responsibility of every John Glenn High School adult.



An **administrator** has the responsibility:

1. To support the curriculum and accompanying activities of teaching and learning.
2. To fairly and consistently enforce the policies of the school district.
3. To encourage participation by school personnel, parents, guardians, and students in the formulation of school policies.
4. To inform school personnel, parents/guardians, and students of these policies and clearly define responsibility.
5. To maintain communication with staff and students to promote favorable handling of problem situations.
6. To provide assistance or guidance when requested by a staff member, student, or parent/guardian as soon as possible.
7. To communicate with staff members and parents/guardians involved, regarding the action taken by the principal on disciplinary matters.
8. To work with staff, students, and parents/guardians to recognize and properly deal with any forms of prejudice or disrespect that interfere with positive human relations.
9. To offer problem solving opportunities and intervention when necessary.

## **Discipline Policy**

Discipline Policy of the School District of Bangor Township Schools (Board Policy 5600)

The educational process of the schools of the Bangor Township School district must assure the development of youth as citizens who have respect for self and others, respect for the law - the essence of good citizenship. Education must encourage responsible involvement in the resolution of the problems of our society. It must create within the school system an atmosphere of social justice and equality which will enable students to carry a positive attitude about human differences into their working and community relationships later in life. Education must recognize and protect the individual rights of all students as citizens. Together with these rights, students must accept responsibilities and disciplines essential to our society. All rules and regulations of the Board of Education, along with the rights of students as set forth herein, have been developed within the framework of the Constitution of the United States of America and the State of Michigan, court decisions, and the laws of the State of Michigan as they apply to local school districts.

**Objective:** The primary objective of student discipline and control is to produce a school environment in which complete attention may be concentrated on teaching-learning activities. Within the framework of established guidelines, discipline and control must apply to each individual pupil according to his/her age, maturity, experience, abilities, interests and values. School authorities must undertake to provide the student and his or her parents with knowledge of the behavioral expectations of the school.

**Sanctions:** On the basis of the present status of school law, a building administrator of any Bangor Township Public School is delegated and vested with the authority by the Board of Education to exclude a student from school and/or any activity under school sponsorship; and the Director of Transportation is delegated and vested with the authority by the Board of Education to exclude a student from a school bus. Students going to and from school and at school-sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Exclusions from school for misconduct may vary in length depending upon the age of the student, the nature of the misconduct, the cumulative misconduct of the student. In some instances, law enforcement authorization may also investigate allegations of misconduct, which involve possible criminal law violations. Administration shall cooperate with law enforcement authorities, however, ordinarily shall make a reasonable attempt to contact a minor student's parents to advise of the investigation. Administration shall complete its own investigation and need not wait for conclusion of law

enforcement investigation or conclusion of the criminal law process, as law enforcement action is separate and independent from the student discipline process. Reasonable effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions shall fall within the following categories:

- **Temporary Separation** is defined as exclusion of a student either from one class period or for up to a full day or for a period not to exceed ten (10) days, for the purpose of discipline to maintain immediate order in the class or school, or to protect persons or property.
- **Long-term Suspensions** is defined as exclusion of a student from school and/or school-sponsored activities for a specific period of time, exceeding ten (10) days, the remainder of the current semester, terminating at the end of the specific period for the rest of the school year, or upon fulfillment of a specific set of conditions.

## Expulsion Procedures

Expulsion is defined as the permanent exclusion of a student from school and/or school-sponsored activities. The principal or building administrator shall be responsible for documenting evidence to support any action of exclusion as well as efforts to solve the problem. Such documentation shall be in writing and kept in the student's discipline file. In the event of temporary separations, short suspensions, extended suspensions and expulsions, the principal or administrator shall notify the Superintendent or designee in writing of the temporary separation, short suspension, extended suspension or the recommendation for expulsion and the justification for the action. Discipline files will be kept on every student referred to the office for disciplinary reasons. These files will be maintained separate from the student's academic file and shall be destroyed upon the student's graduation from high school. The files of those students who withdraw or transfer will be destroyed within two years of the date of withdrawal or transfer.

When it is necessary to consider excluding a student from school or school activities for alleged misconduct, the principal or designee shall first advise the student orally or in writing of what he or she is accused of doing and the basis for the accusation, and the student shall be given an opportunity to explain his or her version of the facts and any other contributing factors. In the event that a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process, such a student may immediately be excluded from school. This can include incidents that occur off-campus, during the week or on the weekend if such causes direct threat or disruption of the educational environment. In such cases of immediate exclusion, the necessary notice and rudimentary hearing shall follow as soon as practicable. While the full range of procedures associated with the judicial process is not required in determining whether to exclude students from school, at the same time due process demands that procedures followed by the School Official conform to fundamental fairness. Thus, should exclusion be deemed necessary, the following procedure shall be followed:

- **Temporary Separation:** The student shall be informed of what he or she is accused of doing and the basis for the accusation and shall be given an opportunity to explain his or her version of the facts. If the administration concludes discipline is appropriate, then the student shall be informed of the action being taken, that he or she is excluded from attending classes and what must be done before he or she can return to classes. The parent or legal guardian will be notified immediately by telephone, if at all possible, by the administrator or designee and written notice will be mailed to the parent or guardian stating why the exclusion was made. Such notification shall occur within 24 hours of the student's exclusion.

- **Short Suspension:** The administrator will review the case to determine that Board of Education policies and procedures have been followed. The administrator will ascertain that reasonable means have been used in an effort to keep the student in school. The administrator will use reasonable methods available in his/her office in attempting to solve the problem and return the student to school. These methods may include counseling and possible referral for testing and evaluation for special education. The student shall be informed of what he or she is accused of doing. The administrator will investigate and hear evidence of the misconduct forming the basis for the accusation. The student shall be given an opportunity to explain his or her version of the facts. The administrator will arrive at a determination of the appropriate disciplinary measures to be taken and inform the student that he or she is being excluded from school and/or school-sponsored activities and he or she shall be informed of the period of time of such exclusion and what must be done before he or she can return to school. The parent or legal guardian will be notified immediately by telephone, if at all possible, by the administrator or designee and written notice will be mailed to the parent or guardian stating why the exclusion was made. Such notification shall occur within 24 hours of the student's exclusion.

Rights of the student and his or her parents to appeal the exclusion to the Superintendent or designee: In the event of an appeal the above procedures will be followed by the Superintendent or his designee within 10 days after receipt of notice of appeal. A student serving a suspension is not eligible for any extracurricular activities for the period of suspension. If a suspension is being served at the end of a week and continues over the weekend or holiday to the next school day, the student is not eligible for any extra-curricular activities during that period. No student serving a suspension should be on school property without an administrator's permission. During the period of suspension, the student is responsible for finding out what work he/she will be missing and keep up with the work. However, any work missed during a period of suspension may not be accepted. This will not include tests, quizzes, or major projects, etc. This may be made up upon the student return at the teacher's convenience. If a test is given during the suspension over material previously covered, the student will be allowed to take the test by reporting to the counselors' offices at the time the test is to be given.

- **Expulsion or Long Term Suspension:** Situations may arise whereby a school principal or duly authorized school official may find that the problems of a student are of such a nature that the student should be denied the right of attending school and/or the privilege of attending school sponsored activities for more than ten (10) days, the balance of the semester or the remainder of the school year. In the case of expulsion or long-term suspension, the administration is acting in a recommended way as determined by the Board of Education. In such cases, the following procedures shall be followed: Written notice shall be mailed to the parents/guardians notifying them of the charges. Written explanation of evidence and a brief summary of the testimony of witnesses shall be offered in support of the proposed disciplinary action. Parents/Guardians, on behalf of the son or daughter, or students under 18 have a right to counsel at their own expense. Parents/Guardians, on behalf of the son or daughter, or students under 18, have the right to request an open or closed meeting to review the administrator's recommendation before the Superintendent or his/her designee. The actual factual hearing will be completed before the Superintendent/designee. The student and parents shall receive a notice of his/her rights prior to the hearing. Following decision by the Superintendent or designee, the student or parents will be advised of their right to a review by the Board of Education. Such review will determine (and is limited to) whether the action of the Superintendent was consistent with policies and procedures of the Board of Education.

## **Due Process**

The Supreme Court has ruled that suspensions are a denial of property rights and the procedures of due process are provided for those subject to a suspension. The nation's highest court has ruled that students are accorded the same constitutional rights of due process as are adults. Each student must be told what the charges are against him/her. In keeping with the intent of the Supreme Court ruling, the following steps are to insure that due process is available to students at John Glenn High School:

1. The student subject to possible suspension will be notified of the charges against him/her by the assistant principal and/or principal.
2. He/she will be provided the opportunity for a hearing concerning the charges before the Assistant Principal and/or Principal.
3. The student will have the opportunity to question any charges.
4. Following the outcome of the hearing, the student may, if determined by the principal or assistant principal, be suspended from school. If the parents feel the outcome of the hearing is unsatisfactory, they may make a written appeal to the next higher level of authority. Only the parent, guardian, or adult student may appeal the decision. Appeals proceed in the following order; assistant principal to principal; principal to superintendent; superintendent to the Bangor Township Schools Board of Education.

In order to appeal a decision made at one of the levels, the following steps are to be used:

1. The written appeal by the parent/guardian must be made within 24 hours (one school day) of the previous hearing.
2. Once an appeal has been made, any suspension will be removed until the outcome of the appeal hearing is determined unless administration deems the student to be a threat to the school learning environment.
3. No new charges can be made against the student during the hearing, unless new evidence is presented or discovered.
4. The parents/guardians of the student have the right to retain legal counsel.

## **Search and Seizure**

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in the possession of students:

- There will be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
- General searches of school property may be conducted at any time in the interest of public safety.
- Search of an area assigned to a student will be for a specific reason  
Illegal or unauthorized items reasonably determined to be a threat to the safety or security of others may be seized by school authorities (knives, guns, controlled substances, etc.).
- Items used to disrupt or intervene with the educational process may be temporarily removed from the student's possession.

## - EXPECTED STUDENT BEHAVIOR -

Organizational systems and procedures are in place to insure a safe, organized and pleasant environment for all. We expect that JGHS students understand this necessity and will cooperate by following the set procedures with a responsible, cooperative attitude. Administration has and will continue to seek student input while into developing and revising JGHS procedures.

### **Attendance/Punctuality**

Education is the school's primary responsibility. Part of that education deals with the attainment of habits that will be beneficial to the individual for the duration of his/her life. Certainly, the habit of prompt and regular attendance is a prime concern and an invaluable employability skill to develop. Students must understand that, in the world of work, consistent attendance is critical to success. In addition, it is an undisputed fact that regular attendance is a student's best assurance of academic success. The purpose of attendance requirements is to maintain academic standards for earning credit. Furthermore, it is imperative that students be regular and punctual in attendance during the instructional school year, in accordance with Michigan compulsory attendance laws. Extensive absenteeism keeps a student from taking full advantage of his/her educational opportunities. Being present in the classroom allows a student to engage in discussions with both teacher and peers, participate in lab activities and projects and observe presentations. .

Students under the age of 18 must comply with state truancy laws. Once any student under the age of 18 has been absent 10 days, it will be determined by an attendance audit whether that student will be reported to authorities at Bay Arenac ISD as required by state law.

Students are ENCOURAGED to turn in appointment, court, pre-planned and/or funeral documentation to the attendance secretary. These documents will be considered during any attendance audit.

Students who are habitually truant may be required, by administration, to participate in any of the following interventions:

- Parent and/or teacher meetings
- Closed lunches
- Keep track of online resources used by staff to post assignments and homework.
- Reduced student schedule

In addition there may be a loss of privileges at JGHS (attending non-academic assemblies, dances, games, etc.) until a pattern of regular attendance is established.

If a student accumulates 3 unexcused absences they may not be allowed to attend field trips including those sponsored by the Career Center. A student who accumulates 7 absences in a semester may lose their driving permit for the remainder of the academic school year.

### **Make Up Work**

It is the student's responsibility to obtain, complete, and turn in missed work by the posted/ published due date during an absence. Work missed during a period of **unexcused absence** may not be made up for credit. However, students are encouraged to do the work missed for the benefit they will gain from the learning experiences involved and to keep up with the class. Work missed during a period of **excused absence** may be made up. It is the student's responsibility to obtain and complete all make-up work upon his/her return to school. The nature of the make-up work will be at the discretion of the teacher.

Students with absences that have **not been excused within 24 hours** may not be able to make up assigned work for that day. Tests and quizzes will be allowed to be made up the day the student returns. Students are encouraged to complete the assignments for educational purposes even if not receiving credit for the assignment.

ALL students must sign in and out of the building, when arriving late or having to leave early. Sign out sheets are located in the attendance/counseling office.

Notification letters will be sent to parents/guardians of students with **5, 7, and 10 absences**, included will be the associated consequences and next steps:

It is each student's responsibility to:

- Know and follow the attendance policy.
- Keep track of the number of his/her tardies and absences.
- Request and complete any missed assignments/alternate assignments ASAP, knowing that this may mean spending time at JGHS outside school hours.
- Participate in administrative intervention and be willing to problem solve.
- Accumulated absences will also warrant assignment of disciplinary points: 5 absences will be considered a Category 1 violation (no points assigned), 7 absences will be considered a Category 2 violation (14 points assigned), 10 absences will be considered a Category 3 violation (17 points assigned). Accumulation of more than 10 absences will result in administrative intervention including (reduction of instructional day, loss of privileges, and inability to participate in prom or graduation).

Being on time is extremely important both during the high school years and later during employment. The habits students establish early have a direct impact on later performance.

If a student is tardy they will be issued closed lunch. If the student fails to report to closed lunch, they will be issued an additional day of closed lunch. If they fail to report to the additional days, they will receive a one day suspension.

A student is tardy if he/she enters class any time after the bell. Tardiness of 10 minutes or more is considered an absence during first hour only. Tardiness of 5 minutes or more is considered an absence for all remaining hours. However, the student should report to the class even if he/she is late. To excuse a tardy a student must have a note from the doctor or counseling appointment with the time and date of the appointment upon arriving at school.

## **Driving Privileges**

**Students must purchase an annual \$10 student parking permit and display that permit on the back of the interior rearview mirror. Failure to do so will result in loss of driving privileges.**

Student drivers are expected to:

1. Drive in a respectful and safe manner. Careless driving will result in loss of driving privileges.
2. Park only in designated student parking spots. Violators will be towed at owner's expense.
3. Sitting in cars during the school day is not permitted.
4. Arrive on time and follow signing out procedures if leaving JGHS during the day.
5. Register the vehicle and display the JGHS parking permit on rearview mirror.
6. Wait patiently for all busses to exit once they have started to leave.
7. Follow all posted signs

## **- TECHNOLOGY -**

### **Use of Technology to Harrass and/or Bully**

Students engaging in bullying and/or harassment against students or staff using technology during school hours or after school hours that can have a connection to the educational environment will be subject to the John Glenn Discipline Plan. It is the obligation of all members of the John Glenn High School Community to respond to situations of harassment and bullying. Penalties may include mediation, suspension, and police notification.

### **Academic Fraud**

All forms of academic fraud, via electronic devices, plagiarism, submission of work that is not the student's, etc. will be handled by the classroom teacher.

Consequences include: parental/guardian contact by teacher/administrator and a zero on the assignment. Documentation will be placed on file. A second academic fraud offense will result in no credit for the class in which the fraud occurs.

### **Bring Your Own Device (BYOD)**

**Introduction:** The availability of wireless Internet access and cloud based services in our schools makes it easier than ever for students to bring their own internet connected technology devices to school for educational purposes. In order to access the Bangor Township Schools' wireless network, students must comply with the District Acceptable Use Policy (AUP) as outlined in the BTS Student Code of Conduct and this BYOD Policy. It is important to understand that the students' opportunity to bring personal technology devices to school is a privilege and is solely at the discretion of Bangor Township Schools' staff.

**Device:** For the purpose of the BYOD policy, a personal technology device is a Privately owned, wireless electronic device such as a laptop, Chromebook, tablet, or smartphone. Note that this is a district policy, and that the district BYOD program has minimum requirements for permitted devices.

**Security and Damages:** The individual owner is personally and solely responsible for the care and security of their Wireless Communication Device (WCD). The Board and school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices including lost or corrupted data. However, some homeowner policies may cover loss or damage to personal devices.

**Access to the Bangor Township Schools wired and wireless network is a privilege, not a right.** Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Bangor Township Schools networks grants permission to the Bangor Township Schools staff to conduct investigations regarding inappropriate Internet use at any time by administrator request. Bangor Township Schools cannot be held responsible for any possible device charges that might be incurred during use (e.g. texting fees, download costs, roaming fees).

### **BRING YOUR OWN DEVICE RULES**

In order for an individual to bring his/her personal technology to a Bangor Township Schools' facility, the District Acceptable Use Policy and the following BYOD terms must be understood, agreed and adhered to:

- Devices must be placed in silent mode while on school campuses and buses.
- Devices may not be used to plagiarize or cheat.
- Devices may not be used to record, transmit, or post photographic images or videos of a person or persons on school property without prior approval by a staff member.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Devices must not be used to transmit content of a bullying nature.

- Devices must not be used to send messages that violate federal, state, and local laws or any School Board policy.
- The school's network filters must be applied and may not be bypassed.
- Infecting any Bangor Township Schools property with a virus or program that damages, alters, destroys, or provides access to unauthorized data/information is a violation of School Board policy. This includes bypassing network security policies.
- The school district has the right to collect and examine any device.
- Games are not permitted without teacher permission.
- The student complies with teacher's request to shut down the technology or close the screen.
- Devices must be charged prior to coming to school.
- Using any device at unauthorized times may result in the loss of privileges.

### **CONSEQUENCES FOR MISUSE/DISRUPTION**

(one or more may apply):

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

### **- DRESS CODE -**

Appropriate dress for all members of the high school community is respectful to others and expected. The school has the responsibility of establishing and maintaining an atmosphere of mutual respect which enhances learning opportunities. We are confident that students will make positive choices regarding appropriate and respectful school attire.

### **JOHN GLENN HIGH SCHOOL DRESS EXPECTATIONS**

1. Clothing which is disturbing or distracting and/or promotes racism, violence, alcohol, drugs, tobacco, gang affiliation, sexual innuendo, or profanity is not allowed. Examples include but certainly are not limited to: confederate flags, Hooters or Playboy logos.
2. Clothing which reveals undergarments or fails to cover a midriff are inappropriate and not to be worn.
3. Excessively tight or large sagging pants are inappropriate and not to be worn. Pants may not be held up by hand and a student must be able to walk normally, not having to resort to the distinctive "sagger's wide- legged shuffle." Leggings may be worn IF shorts and tops are 5 inches above the knee and are long enough to cover the hips.
4. Shorts and skirts should be an appropriate length (Mid-thigh or longer) or so as a student may sit and be able to maintain the integrity of the garment and so that the garment is not distracting. Again, being respectful of self, others, and the professional /educational setting is the guide.
5. Necklines which are low cut are inappropriate. Necklines must be tasteful and modest. Garments which are see through, excessively tight, halter, tube, one shoulder, or have spaghetti straps are inappropriate and must not be worn. Shoulders must be covered by 3 fingers measurement of fabric.



6. Slippers, sleep pants, and sunglasses are not appropriate and must not be worn.
7. Pants with holes high on the thigh(s) are inappropriate and must not be worn.
8. Any and all head coverings, including hoods, will not be allowed during the school day. Hats must be put in lockers and hoods must be down before first hour begins and must remain off until school is dismissed for the day.

Students not meeting dress expectations will be asked to: change garment(s), turn garments inside out, borrow garment from office supply, call home to have alternative garment brought, add a garment to cover up, or put on a belt, etc.

Should the problem persist, students may be subject to other disciplinary actions.

### - Discipline Plan -

This is an annual plan; each student will start out the school year with a new plan excluding expulsions. This plan is in effect for all school sponsored activities. Penalties are assigned according to the degree the offense disrupts the educational process or has the potential for endangering the health/safety of students and staff. Each offense in every category has a designated point total. Expulsion may be recommended upon any accumulation of 84 or more points at any time during the school year.

**This plan is to serve as a guideline only; it is not limited to the specific offenses or consequences contained herein.**

A student's accumulated point total may be reduced by 30 points by the student's petitioning the administrator assigning the points (up to category 4 only) and contracting for a project.

- All work is under the jurisdiction of the administrator involved.
- A student can seek cancellation of points only once per nine weeks.
- Examples of projects are limitless. Some common ones might be: a) perfect attendance (no absences of any kind and no tardiness) in one six week period; b) A positive change in behavior in a six week period (no discipline referrals and no additional points earned).

<b>Category 1 Violations</b>				
	<b>Offense</b>	<b>Points</b>	<b>Action</b>	
•	Disruption of school/class	1st	12	Warning
•	Failure to keep locker clean	2nd	12	Parent Notice
•	Failure to leave area clean in lunchroom	3rd	12	1 Day Suspension
•	Food/beverages brought into classroom without teacher permission	4th	12	3 Day Suspension
•	Food/beverages brought into building	5th	12	5 Day Suspension
•	Inappropriate behavior / gestures	6th	12	10 Day Suspension
•	Inappropriate cafeteria behavior	7th	12	Recommended for expulsion
•	Inappropriate dress			
•	Littering			
•	Loitering in unauthorized areas / trespassing			
•	No parking permit			
•	Parking illegally			
•	Inappropriate use of electronic devices, smart phones, iPods, etc.			
•	5 Cumulative Absences			

### Category 2 Violations

	Offense	Points	Action
• Skipping class (es)	1st	14	Parent Notice
• Falsifying phone calls	2nd	14	1 Day Suspension
• Disorderly conduct	3rd	14	3 Day Suspension
• Disruption at assemblies	4th	14	5 Day Suspension
• Failure to identify self to staff member	5th	14	10 Day Suspension
• Jeopardizing the safety of self or others (snow balls, horseplay, water balloons, etc.)	6th	14	Recommended for expulsion
• Leaving class without permission			
• Lying			
• Misuse or waste of school materials, equipment or property (restitution)			
• Public display of affection			
• Spitting			
• 7 Cumulative Absences			

### Category 3 Violations

	Offense	Points	Action
• Careless driving (speeding, etc.)	1st	17	1 Day Suspension
• Refusal to turn over cell phone and/or electronic devices	2nd	17	3 Day Suspension
• Profanity/vulgarity	3rd	17	5 Day Suspension
• Refusal to attend closed lunch	4th	17	10 Day Suspension
• Disrespect to Staff			
• Forgery			
• 3rd day of non-dressing for Physical Education			
• Gross misbehavior			
• Harassment/intimidation/bullying			
• Vandalism under \$100			
• Theft under \$25			
• 10 Cumulative Absences			

### Category 4 Violations

	Offense	Points	Action
• Insubordination	1st	21	3 Day Suspension
• Gross inappropriate use of technology	2nd	21	5 Day Suspension
• Major theft over \$25	3rd	21	10 Day Suspension
• Reckless driving	4th	21	Recommended for expulsion
• Smoking			
• Vulgar/derogatory language or action: that which is offensive to the general standard of school and/or community (including words, pictures, racial slurs, gestures and/or caricatures, via social media during both instructional and non-instructional time) will not be accepted or tolerated.			
• Leaving campus without permission			

### Category 5 Violations

	Offense	Points	Action
• Gang related activities	1st	28	5 Day Suspension
• Indecent exposure	2nd	28	10 Day Suspension
• Indecent behavior	3rd	28	Recommended for expulsion
• Intimate acts			
• Persistent defiance of the authority of school personnel			
• Vandalism over \$100			
• Possession, use, sale or furnishing of tobacco/look alike products, i.e., smoking, “electronic” cigarette, chewing etc. on all Bangor Township School property or in sight of a school building or at a school sponsored activity.			Mandatory counseling if found in violation of possession, use, sale, or furnishing.

### Category 6 Violations

	Offense	Points	Action
• Fighting	1st	42	10 Day Suspension
• Sexual harassment	2nd	42	Recommended for expulsion
• Assault and Battery 1 (provoked)			Police may be notified for Category 6 violation.
• Extortion			
• Illegal entry			
• Possession of or use of foul smelling substances			
• Verbal or physical or written threat to teacher/staff			
• Driving on lawn and causing damage			

The use of drug sniffing dogs will occur, in the building and/or parking lot.

**AVOID SELF DESTRUCTIVE, ILLEGAL BEHAVIOR(S)**

## Category 7 Violations

	Offense	Points	Action
<ul style="list-style-type: none"> <li>• Arson</li> </ul>	1st	84	Recommendation for expulsion and police notification
• False fire alarm			
• Assault and battery II (unprovoked)			
• Bomb threat			
• Criminal sexual conduct			
• Physical assault on teacher or other staff			
• Possession of firearms or dangerous weapons			
• Use of any instrument as a weapon			
<ul style="list-style-type: none"> <li>• Consumption; possession; or under the influence of alcoholic beverages, or substances represented as such, on all Bangor Township school property (or in sight of a school building) or at a school sponsored activity</li> </ul>			*For Consumption, possession, distribution, or under the influence a recommendation for expulsion will be made. If the student enrolls and completes a drug treatment program assigned by the school the student will receive a 10 day suspension. If the student does not complete the program the school will continue with the expulsion process. For a 2nd offense the student will be recommended for expulsion.
<ul style="list-style-type: none"> <li>• Distribution and/or selling of alcoholic beverages or substances represented as such, on all Bangor Township School's Township (or in sight of a school building) or at a school sponsored activity.</li> </ul>			
<ul style="list-style-type: none"> <li>• Unauthorized use, possession, or under the influence of an illegal or prescription medication, drug (marijuana, barbiturate, amphetamine, etc.) or ersatz (substitute) drug or drug paraphernalia on all Bangor Township School's property (or in sight of a school building) or at a school sponsored activity.</li> </ul>			

Dangerous Weapons” are defined in the State of Michigan School Code 1313 as a firearm, a dagger, dirk, stiletto, knife with a blade over three inches in length, a knife that opens by mechanical device, iron bar, or brass knuckles. Students may not carry instruments of the above nature to and from school. Discovery of the instrument on the person or property will be considered prima facia evidence of possession. The act of possessing, using or threatening to use any weapon, and/or ammunition, or look-alike weapon, BB gun, air gun, wallet chains, dog chains, or other instruments capable of inflicting bodily injury is prohibited. The intent of use and the type of weapon will be considered before disciplinary action is taken. The parents and authorities will be notified. The weapon will be confiscated. State Law (public Act 211) requires the school to expel the student for 180 days (knives three inches and over).

Fireworks/Explosives/Noxious Substances: Under the Michigan law, the term “fireworks” means a device made from explosive or flammable compositions used primarily for the purpose of producing a visible display or audible effect, or both, by combustion, deflation, or detonation. Michigan criminal law defines the term “explosive or incendiary device” as:

- Dynamite, gunpowder, or other similar explosive substance.
- Any bomb, grenade, missile, or similar devise designed to expand suddenly and release internal energy resulting in an explosion (i.e. works bomb, etc.)
- Any incendiary bomb or grenade, fire bomb, or fire device designed to ignite, including any device which consists of or includes a breakable container containing flammable liquid or compound and a wick composed of any material which, if ignited, is capable of igniting the flammable liquid or compound; and which may be carried or thrown by a person.



## Annual Notice of the Right to Request a Personal Curriculum (PC) Modifying Michigan Merit Curriculum (MMC) requirements for Graduation with a Regular High School Diploma

The Personal Curriculum is a process to modify specific graduation credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements for high school graduation.

The parent or guardian of a student for whom a personal curriculum is sought, or the student (if age of majority) or an emancipated minor may request a personal curriculum.

Other potential requesters include a current teacher of the student who has expertise in the proposed area to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC, or a school counselor.

According to Section 380.1278b amended of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum, If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, by the pupil, the school district or public school academy shall develop a personal curriculum for the pupil.

A personal curriculum may be requested prior to 9th grade for a student with an Individualized Education Program (IEP), with the earliest implementation at the start of 9th grade. For students without an IEP, a request for a PC is allowable after the student has completed 9th grade. To request a Personal Curriculum, please contact your local high school.

With the passing of House Bills 4465 and 4466 in June 2014 effective April, 2015, Graduation Requirements now include the following (plus any additional local requirements):

<b>Mathematics</b>	
<b>Michigan Merit Curriculum</b>	<b>Personal Curriculum Options</b>
4 credits of mathematics, including: 380.1278a (1,a,i)	3 ½ credits of mathematics, including: MCL 380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometry	Geometry
Algebra II <b>or</b> <ul style="list-style-type: none"> <li>• Algebra II over 2 years for 2 credits</li> <li>• Algebra II over 1.5 years for 1.5 credits</li> <li>• A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes same algebra II content assessed on the state high school test</li> </ul>	Algebra II may be modified if the student meets <b>one or more of the following:</b> <ul style="list-style-type: none"> <li>• One semester of algebra II</li> <li>• Algebra II over two years for 2 credits</li> <li>• MDE-approved CTE program or curriculum that completes the same content as algebra II benchmarks assessed on State HS Assessment</li> <li>• One semester of statistics, functions and data analysis or technical mathematics</li> </ul>
An additional math credit (trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	
Students must successfully complete at least one math course during final High School year	Students must successfully complete at least 1 math credit during his or her <b>final 2 years</b> of high school

<b>English Language Arts (no modifications)</b>	
At least 4 credits of <b>English Language Arts</b> MCL 380.1278b (1,a)	

<b>Science (no modifications)</b>	
At least 3 credits of <b>science</b> , including: MCL 380.1278b (1,b)	
Biology	
Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	
One additional science credit or MDE-approved computer science or CTE program	

<b>Social Science</b>	
At least 3 credits in <b>Social Science</b> , including: MCL 380.1278a (1,a,ii)	At least 2 credits of social science, including ½ credit of civics MCL 380.1278b (5, h)
1 credit I United States history and geography	1 additional credit in ELA, mathematics, science, a language other than English, or a CTE program
1 credit in world history and geography	
½ credit in economics	
½ Credit in civics	

<b>Health and Physical Education</b>	
At least 1 credit that includes both <b>health and physical education</b> MCL 380.1278a (1,a,iii)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, i)
OR ½ credit in health, plus ½ credit for district-approved participation in extra-curricular athletics or activities involving physical activity	

<b>Visual, Performing or Applied Arts</b>	
At least 1 credit of <b>visual, performing, or applied arts</b> MCL 380.1278a (1,a,iv)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, j)

<b>World Languages</b>	
Two <b>world language</b> credits, both in the SAME language other than English, Can be earned anytime, K-12, if grade-appropriate. MCL 380.1278a (2) (Effective class of 2016)	
For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course	
American Sign Language "counts" as a world language	
May be an online world language course	

<b>Sub-section K – Students with Disabilities</b>	
	Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP MCL 380.1278b (5, k)

<b>Sub-section L – Transfer Students</b>	
	Student transfers in with at least 2 years of HS credits from an out-of-state or from nonpublic school MCL 380.1278b (5, l)
	The Personal Curriculum includes as much of the subject content as practicable.
	Must include at least 1 math class during final year of HS.
	If the transfer student is enrolled for at least one full school year: <ul style="list-style-type: none"> <li>• Must take at least algebra I or</li> <li>• Must take a course normally taken after algebra I</li> </ul>
	Must include civics course

<b>Online Learning Requirement</b>	
A separate online course or learning experience OR integrated online experience throughout each MMC course MCL 380.1278a (1, b)	

# **John Glenn High School Extracurricular Code of Conduct**

Extracurriculars at John Glenn High School are an integral part of the educational process that offers a positive and meaningful experience. These opportunities enhance the growth and development of all young men and women who participate. As participants, students are expected to make a commitment to abide by the rules set forth and to live up to the high expectations of personal conduct in school and in the community throughout their high school career. Participation in extracurriculars is a privilege, not a right. John Glenn High School enjoys a rich tradition of extracurricular excellence and students should be proud to be able to carry on that tradition with care.

Athletic eligibility rules governing transfers, grades, age, amateur status, etc. established by the MHSAA and adopted by the Bangor Township Schools Board of Education can be found on the MHSAA web site at [www.mhssa.com](http://www.mhssa.com). If you are uncertain or have any questions, please seek explanation or answers in the John Glenn High School Athletic Office or call (989) 684-7510 ext. 2202. For more Athletic Department information, please go to [www.johnglennathletics.com](http://www.johnglennathletics.com).

The John Glenn High School Extracurricular Code of Conduct will be in effect starting from the students' first practice/tryout date of the sports' season or activity until the students' last day of the sports' season or activity (with exception to Section II Violations). This Code of Conduct will be upheld regardless of the student's age and also regardless if the student signs it. Please note, 18 year old students and older will be held to the same standard of all high school students.

**JOHN GLENN HIGH SCHOOL USES THE ESTABLISHED MHSAA RULES AND REGULATIONS FOR ALL SPORTS, INCLUDING POM PON AND SIDELINE CHEERLEADING (with the exception of Limited team membership for SIDELINE CHEERLEADING), IN ADDITION TO THE FOLLOWING:**

\*The asterisk items apply to Athletics only.

## **SECTION I: RULES OF ELIGIBILITY**

### ***Academic Eligibility:***

**Previous Academic Credit Record:** A student must have passed at least 66% of a full credit load potential of a full-time student (typically 5 of 7 classes) during the previous high school semester in order to maintain academic eligibility at John Glenn High School (unless the student is an incoming Freshmen). Please note that the previous semester may be the previous school year. Students who have not passed at least 66% of a full credit load potential of a full-time student during the previous semester are ineligible through and including the next 60 scheduled school days. Deficiencies can be made up during summer school, E20-20, online, etc. and the student will regain eligibility when the grade/credit is posted on the student's transcript.

**Current Academic Credit Record:** Students must also be currently passing at least 66% of a full credit load potential of a full-time student (typically 5 of 7 classes) as determined by the Progress Reports (approximately half-way through each Marking Period). If a student is not passing at least 66% of a full credit load potential of a full-time student when checked at the Progress Report, that student is ineligible for competition for the next Monday through Sunday, with reoccurring weekly checks and ineligibility, until the student is passing at least 66% of a full credit load potential of a full-time student or the Marking Period ends. Students must also be passing at least 66% of a full credit load potential of a full-time student upon the completion of both the 1st and 3rd Marking Periods. If a student is not passing at least 66% of a full credit load potential of a full-time student when the 1st or 3rd Marking Period ends, that student is ineligible for competition until the next Progress Report. Deficiencies can be made up during summer school, E20-20, online, etc. and the student will regain eligibility when the grade/credit is posted on the student's transcript.

Please note, academically ineligible students will not be allowed to be dismissed from school early to attend events.



**\*Amateur Status/Awards:** A student may not accept money, gifts, or other valuables from any source for participating in athletics. Students may not have officiated in interscholastic contests or signed any professional athletic contracts. Students may not accept any awards for participation in athletics that exceed a value of \$25.00.

**Attendance:** Students must be in attendance **ALL** day in order to be eligible to participate in the practice, event, performance, or contest that day unless a pre-excused absence before the start of the school day has been communicated to the Extracurricular Director or designee of his or her in season activity. Reporting the absence just to the Attendance Office is not enough.

Being 10 minutes late or more to the student's first hour or 5 minutes late or more for all other hours constitutes an absence.

In the case of any extenuating circumstances when the student arrives late to school without being pre-excused, the student **MUST** personally contact the Extracurricular Director\* of his or her in season activity, as soon as possible before the end of second lunch on the date of the absence or he or she will not be allowed to participate in the practice, event, performance, or contest on that day.

If there is a valid excuse as determined by the Extracurricular Director and/or the Principal(s) as to why the student missed part (or all) of the day **and** the student personally contacted the personnel mentioned above as soon as possible before the end of second lunch on the date of the absence, the student may be allowed to participate that day. In the event of all extenuating circumstances, Administration will make the final decision regarding daily eligibility.

\*Extracurricular Directors consist of the following positions: Athletic/Drama/Music/Vocal/Band Directors, etc. If the Extracurricular Director is not available, the student should contact one of the following: Principal, Assistant Principal, Assistant Athletic Director, or main office secretary.

**\*Concussion Information:** Public Acts 342 and 343 of 2012 requires concussion information to be provided to student athletes and their parents/guardians involved in athletics. Concussion information is provided at the end of this document and the CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM provided at the end of this document must be turned in to the Athletic Office before the first day of the student's first sports' season.

**Insurance:** John Glenn High School assumes no responsibility for the medical attention resulting from an injury sustained while participating in extracurriculars.

**\*Limited team membership:** A student who is a member of a high school athletic team may not compete in any "non-school" event, game, scrimmage, or tournament in the same sport during that same season. This includes local city or church leagues, etc. Summer activities do not count. Students may be members of only one high school athletic team at a time unless mutually agreed upon by both coaches of the teams involved. Students are strongly discouraged from quitting a team once they have become a member. Students who quit one team may not join another team during that same season.

**Pay to Participate:** In order to maintain our current extracurricular offerings, a Pay to Participate fee has been established of \$35.00 for each extracurricular offering. Athletic payments are due to the Athletic Office before the first practice/tryout of each season. Fine Arts payments are due before the pre-production parent meeting. Students who pay for three extracurricular offerings will not be charged a fourth fee. No student will be denied an opportunity to participate in an extracurricular offering due to failure to pay the fee. Please communicate with a coach or the Extracurricular Director of a financial concern before the start of the season.

**\*Physical exams:** No student shall be eligible to represent a high school for whom there is not on file in the office of the Athletic Director, before the first practice/tryout, a physical for the current school year (given on or after April 15 of the previous school year) certifying that (1) the student has passed a physical examination and is physically able to compete in athletic practice and contests and (2) there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for interscholastic athletics.

**Suspensions:** Students who are suspended from school or extracurriculars are not eligible to practice or compete during the suspension period (unless approval is given by Administration) and may not use school transportation (unless approval is given by Administration) and will not be dismissed early from school to attend a contest. The student is eligible to attend practices, events, and competitions, but will not be allowed to participate until the completion of the suspension (unless approval is given by Administration). School suspensions and Code of Conduct suspensions do not necessarily have to overlap. Administration reserves the right to determine the appropriate discipline for the suspension period.

**\*Transfer students:** Please consult with the Athletic Director to determine athletic eligibility when transferring. Consider yourself ineligible until you have written documentation from the Athletic Director of your eligibility.

## **SECTION II: USE OF TOBACCO, ALCOHOL, E-CIGARETTES, OR OTHER DRUGS OR VIOLATIONS OF LOCAL, STATE, AND/OR FEDERAL LAW:**

Section II will be in effect starting from the first practice/tryout date of the student's initial sport of their high school career, in and out of all MHSAA seasons and in and out of the school year, until the student graduates or the last date of the student's last sport (whichever is later) including all dates in between. Administration reserves the right to use discretion for violations in this category.

This applies to, but is not limited to the following:

- Possession, use, sale, or distribution of intoxicating beverages.
- Possession, use, sale, or distribution of tobacco in any form.
- Possession, use, sale, or distribution of controlled substances, drugs, counterfeit drugs, look-a-like drugs, e-cigarettes, look-a-like e-cigarettes, or prescription medication that is not issued to the individual in possession.
- Violations of local, State, and/or Federal laws (excluding minor traffic violations).

### **\*Athletic Penalties for Section II Violations:**

#### **\*1st Violation**

The student will be placed on immediate, continuous suspension from competition for 20% of the current or next season (unless the student's next season is two or more sports' seasons away), based on the number of scheduled games, rounded up to the nearest full game and starting with the next scheduled game. Suspensions will carry over from one season until the next. Administration will clarify the remainder of the suspension if need be.

Students are strongly encouraged to self-report the violation to their coach or an Administrator. Self-reporting consists of the student personally contacting the coach or an Administrator before the coach or Administrator contacts the student. Individuals who self-report the violation will see his or her suspension reduced to 15% rounded up to the nearest half game with the rest of the stipulations the same as mentioned above.

#### **\*2nd Violation**

The student does not participate for the remainder of the school year in any sport. Self-reporting a 2nd violation will not change the discipline.

#### **\*Additional Violations**

The student does not participate for the remainder of his or her high school career in any sport. Self-reporting the additional violations does will not change the discipline.

Students and parent(s)/guardian(s) will be notified as soon as possible of the Section II violation. It is the responsibility of the parent/guardian to schedule a meeting in regards to the violation with the Athletic Director within two school days of notification of the violation if there are any questions regarding the suspension.

### **\*Appeals for Athletic Penalties for Section II Violations**

Students may appeal the suspension to the Athletic Director, in writing, within two days of being informed of the violation. Students will be suspended from competition during the appeal process until a determination is made by the Appeals Committee. The Appeals Committee will consist of three in-season coaches and one administrator, none of which will be involved in the incident(s) being reviewed.

## **Fine Arts or other Extracurricular Penalties for Section II Violations:**

### **1st Violation**

Immediately after the violation has been recognized by the Fine Arts/Extracurricular Coordinator or administrator the student will go before the Fine Arts/Extracurricular Coordinator committee comprised of the Fine Arts/Extracurricular Coordinators and building administrators. Discipline will be decided upon that time.

### **2nd Violation**

Immediately after the second offence is officially recognized, the student will be banned from all further Fine Arts/ Extracurricular activities once they finish their current obligations. Students may petition, in writing, to the Fine Arts/Extracurricular Coordinator for reinstatement to the activity, provided that at least one calendar year of suspension has been completed from the date of the second infraction. The Fine Arts/Extracurricular Coordinator and building principal will make the determining decision on reinstatement.

## **\*SECTION III: EQUIPMENT AND TRANSPORTATION:**

**A.** Equipment/uniforms are issued for the use of team members only. It remains the property of the school district and is to be maintained and cared for. Equipment/uniforms that are damaged beyond normal wear and tear, or are lost or stolen, will be charged to the student at its replacement cost. Payment for equipment/uniforms not turned in must be made before the student is allowed to participate in his or her next sport or activity. Uniforms are not to be worn during gym classes.

**B.** Athletic teams will use school transportation to and from contests and all team members are expected to ride with the team unless otherwise preauthorized. When school transportation is not provided due to proximity of the contest or other reasons, students or parents may transport athletes to and/or from contests. A signed consent form must be turned in to the coach before players may ride separately from the team. Consent forms are located in the Athletic Office or online at [www.johnnglennathletics.com](http://www.johnnglennathletics.com). Coaches have the right to deny a student permission to travel separate from the team if it is not deemed appropriate.

## **SECTION IV: PRACTICE SCHEDULES, GAME AND PRACTICE CANCELLATIONS**

Practice schedules will be determined based on facility availability, with Varsity teams having first priority. No required practices will be held on federal holidays. On days when school has been cancelled due to inclement weather, practice may be authorized by Administration and will not begin until after 12:00 pm unless approved by Administration. No practices will be held without proper coach supervision.

Contests that are scheduled on days when school is cancelled may or may not be cancelled depending upon weather condition, safety factors, and other concerns. The decision to cancel and/or reschedule events will be made by Administration by 12:00 pm.

## **SECTION V: SPORTSMANSHIP/CONDUCT UNBECOMING OF AN ATHLETE OR SPECTATOR**

**A.** All members of all extracurriculars and their spectators are expected to conduct themselves in a manner that will reflect positively on the school and the community at both home and away contests. Poor sportsmanship and negative behaviors will be disciplined appropriately and immediately.

**B.** The penalty for unsportsmanlike conduct or conduct unbecoming of a student athlete will be assessed by administration based on the severity of the violation for any in-season student athletes.

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
“Feeling Down”

Not “Feeling Right”  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

#### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**





# - NOTES -

# - NOTES -