

**RENTON  
JUNIOR  
HIGH**

**2009 - 2010  
STUDENT HANDBOOK**

**WELCOME TO**

**RENTON JUNIOR HIGH**

*This agenda belongs to:*

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City/Town:* \_\_\_\_\_ *Zip:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

**2009-2010  
STAFF / ADMINISTRATION  
SCHOOL PHONE NUMBERS**

Mr. Kurt Mrocko	Principal	782-2483 / 87 ext. 301
Ms. Amy McQuiston	Assistant Principal	782-2483 / 87 ext. 302
Ms. Kristina McKinney	Counselor	782-2483 / 87 ext. 305
Mrs. Sandra McMahan	Counselor	782.2483 / 87 ext. 306
Ms Darlene Leszczynski	Secretary	782-2483 / 87 ext. 351
Ms. Linda McCarty	Secretary	782-2483 / 87 ext. 353
Ms. Kathy Clemence	Social Worker	782-2483 / 87 ext. 325
Mrs. Sue Mlynek	School Psychologist	782-2483 / 87 ext. 325
Ms. Lori Tavigian	Speech Therapist	782-2483 / 87 ext. 331
Transportation Director	Transportation	782-1418
Absence Line	Absence Line	782-0332

Contacting Teachers can be done through our district website or by phone during the following times:

7:30 a.m. – 7:45 a.m.

2:45 p.m. – 3:00 p.m.

During Teacher preparation time. Call the school for specific times.

**GUIDANCE AND COUNSELING PROGRAM**

Huron School District offers a secondary guidance and counseling program. The goal of the program is to provide the students with skills to cope with their everyday lives. It involves classroom presentations and small-group counseling with staff and parents/guardians. When students are identified for small group counseling, parents/guardians are informed and permission is required.

Students may be referred by their teachers, parents/guardians, principals, or they may refer themselves. The counselor is available to meet with parents/guardians at any time upon request.

If you would like more information about the secondary guidance and counseling services, please put your request in writing to your child's principal. Your school counselor, Ms. McKinney, is here to help your child grow and have a positive school experience. More information can be obtained by calling Renton Junior High School.

***A WARM WELCOME TO RENTON JUNIOR HIGH  
A GREAT PLACE TO BE!***

***Renton is a "GREAT PLACE TO BE" because of the students, community, business partners, teachers and staff. We are proud of our accomplishments and the pride and excellence that we have established at our***

*school. As students and contributors to our school, we expect that you will continue to make great things happen at Renton.*

**MISSION STATEMENT**

**COMPLETELY COMMITTED TO KIDS**

**DISTRICT GOALS**

***HURON SCHOOL DISTRICT***

***“THERE’S NO BETTER PLACE TO LEARN”***

District – Wide Improvement Goals

**To Ensure Learning for All:**

1. Student achievement based on the MEAP and High School Proficiency test will meet or exceed the Wayne County average in all categories.
2. A comprehensive communication system for all will be developed and implemented.
3. The learning environment and other facilities will be improved and upgraded.
4. A comprehensive training and development system will be created and implemented for staff, administrators, board members and support staff.
5. A meaningful plan for parent involvement will be designed and implemented.

**SUGGESTED STEPS TO STUDENT SUCCESS:**

- Believe in yourself!
- Seek the help of any staff member if you find yourself having problems; we can’t help if we don’t know.
- Be prepared with all necessary materials.
- Look for someone **you** can help in school. We are part of a team that is working for success.
- Get involved! At Renton we have many recognition and reward programs, and these help make school a great experience!

**“THE BILL OF STUDENT RIGHTS”**

EVERY PERSON has the right to be treated as an exceptional human being. By being a student at Renton Junior High you can expect these things:

- A. The right to an education. (Teachers should be free to teach and students free to learn without being interrupted by inconsiderate or disruptive students.)
- B. The right to be safe in school and to have personal and school property respected.
- C. Freedom from physical abuse and/or mental abuse such as name-calling, intimidation, harassment, or vulgar language. Swearing and use of inappropriate language are not acceptable. Discipline will be in compliance with school and district policy.
- D. Freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.
- E. The right to be respected and the right to privacy and freedom.
- F. The right to develop ones own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

## HIGH EXPECTATIONS = HIGH STUDENT ACHIEVEMENT

During this time of your life, EDUCATION is your career. Coming to this school is your job and your basic job expectations are as follows:

1. Take PAPER AND PENCIL to each class daily.
2. Take your STUDENT PLANNER to each class daily.
3. Take appropriate TEXTBOOKS to each class daily.
4. Know which classes require SPECIAL MATERIALS. Be responsible for taking those materials to each appropriate class.
5. Be prepared and complete all HOMEWORK assignments.

### GRADING

A+ = 100%	B = 83% to 87%	C- = 70% to 72%
A = 93% to 99%	B- = 80% to 82%	D+ = 68% to 69%
A- = 90% to 92%	C+ = 78% to 79%	D = 63% to 67%
B+ = 88% to 89%	C = 73% to 77%	D- = 60% to 62%
		E = 59% or Below

**Student Grade Construction:** The following represents each department's student grade construction:

#### SCIENCE

25% = Tests  
25% = Lab Work  
50% = Homework  
100%

#### LANGUAGE ARTS

50% = Tests  
50% = Home/Class Work  
100%

#### SOCIAL STUDIES

50% = Tests  
50% = Homework  
100%

#### MATHEMATICS

50% = Tests  
50% = Homework  
100%

#### PHYSICAL EDUCATION

75% = Participation  
25% = Skill Testing  
100%

#### ELECTIVES

50% = Tests (Grade on Criteria)  
50% = Lab Work determined by individual teacher  
100%

#### **Citizenship Grades:**

- 1 – Outstanding
- 2 – Good
- 3 – Acceptable
- 4 – Poor
- 5 – Extremely disruptive

#### **Letter Grade Value:**

A . . . . . 4.0	B+ . . . . . 3.3	C+ . . . . . 2.3	D+ . . . . . 1.3
A- . . . . . 3.7	B . . . . . 3.0	C . . . . . 2.0	D . . . . . 1.0
	B- . . . . . 2.7	C- . . . . . 1.7	D- . . . . . 0.7

## **REPORT CARDS**

Report cards are mailed at the end of every twelve (12) week tri-semester.

## **PROGRESS REPORTS**

Mid-semester (6 weeks) progress reports are issued to students to help monitor their performance in individual classes. Renton Junior High stresses parent involvement in the student's education and will report both positive and negative information to keep parents informed.

## **MID TERM/FINAL EXAM**

Mid terms/final exams may be weighted up to 10% of final grade. See course syllabus for determination.

## **HONOR ROLL**

A student who receives a 3.0 average two out of three tri-semesters will be eligible for the School Honor Roll.

## **STUDENT COUNCIL**

- A. Student Council will meet regularly at least monthly between October 1 and May 15, and whenever the Principal and Student Council sponsor think it necessary.
- B. Representatives must have and shall maintain a (C) scholastic average, show qualities of constructive leadership, and refrain from disciplinary referrals before and throughout their term.

## **ACCELERATION AND RETENTION**

- 1. It is not the general policy of this school to double promote a student.
- 2. It is the policy of this school to place students transferring to Renton at the recommended level of the sending school.
- 3. A student will earn credit for the successful completion of a course at the end of each semester.
- 4. To be promoted: A student must pass two of the three credits in each of the four academic areas, which must be learned (Language Arts, Math, Social Studies, and Science). This is based on a six-hour program.

## **HEALTH INFORMATION**

### **A. HEALTH / SCHOOL PARTICIPATION**

We request that parents notify the office be notified of any physical/medical needs that may limit his/her participation.

### **B. EMERGENCIES**

The school expects parents to keep us informed with up-to-date information, such as home phone, work phone and address, as well as your doctor's name and phone number and your preference for a nearby hospital, should an emergency arise.

### **C. ACCIDENTS / FIRST AID**

Any illness or accident should be reported to the office immediately. Parents should know that the school staff treats all minor cuts and scratches. However, when a major accident occurs, we notify parents immediately. If parents are not available, the principal will seek medical help for the student.

### **D. MEDICATIONS**

All medicine taken by a student at school must be administered in the school office. The medicine will be kept at the office with the school's medicine control form. The school's policy on distributing medications in school will be available in the school office.

#### E. INHALERS

Students may possess and use either a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event or school-sponsored program provided the following conditions have been met:

1. Such student has written approval to possess and use the inhaler from his/her physician or other healthcare provider.
2. Such a student, if a minor, has written approval to possess and use the inhaler from his/her parent and/or legal guardian.
3. The principal, or his/her administrative designee, at Renton Junior High School has received a copy of each written approval above.

### ABSENCE

#### A. ABSENCE / ILLNESS

Parents must call the school office and report absences at (734) 782-0332. (See also: Excessive Absence under General Prohibited Behavior.)

Absence line is available 24 hours a day.

#### B. EXPECTED ABSENCE

If a student knows ahead of time that he/she will be gone for an extended period, please stop at the office prior to the absence to fill out an advance absence form. Students will be given one week following their absence to make arrangements to complete missing assignments.

### ATTENDANCE POLICY

The primary purpose of the attendance policy is to encourage students to be present in their classes to attain maximum benefit from classroom activities. There is a correlation between good attendance, academic success and acceptance of responsibility. In order to support the best educational environment possible the following attendance rules are in effect at Renton Junior High.

- The number of absences per tri-semester is a maximum of seven (7). All absences will count toward the 7 days, and it is believed that these 7 days is sufficient for all but extreme circumstances (e.g. extended illness requiring hospitalization, serious injury).
- All students regardless of age are required to follow attendance sign-in and sign-out procedures. Once the student signs out, the absence begins and the student must leave school property.
- Students are not normally permitted to leave school and return the same day unless they have an appointment that cannot be made after school hours. If students plan to return to school the same day, a receipt or other notification from the medical provider, court officer or other official must be presented before the student is readmitted. Exceptions to this section may be made by administration.
- Students will be allowed to make up work as a result of an absence or a suspension. Responsibility for making up work rests with the student. The period of time to make up work will not exceed the number of days absent, and the absence or suspension will not alter dates of assignments previously announced.

This is a warning that failure may occur if a student accumulates more than (7) absences per tri-semester.

The Huron Schools participate in the “ERASE TRUANCY” program with the Wayne County Prosecutors office. Any questions regarding truancy contact the attendance office.

## **POLICY FOR REQUESTING HOMEWORK FOR STUDENTS MISSING SCHOOL**

Assignments will be provided to any student missing **three** or more days via this procedure.

- A. The parent or the student request assignments from the office.
- B. Assignment request forms are dated and forwarded to the teachers via their mailbox.
- C. The teachers complete the form indicating the assignment or explaining the lack of an assignment and returns it to the office by noon the next day.
- D. The parent can pick up the forms after noon on the day they are due in the office.

## **EARLY RELEASE / LATE ARRIVALS OF STUDENTS**

Students being dismissed early from school will be released through the office. Parents must sign them out.

Students arriving after the beginning time schedule (7:45 a.m.) must be signed in at the office before proceeding to their class.

## **SCHOOL VISITATION**

Parents are encouraged to participate and visit Renton at anytime, however, all visitors must report to the office, sign in, and display a visitor's pass.

## **STUDENT GUESTS**

No student guests are allowed at school.

## **SCHOOL ENTRY / EXIT**

Unless involved in approved after-school activities, students are to be off school property within a fifteen (15) minute period. Students entering the building before school starts must wait in the entry lobby until 7:30 a.m.

## **SCHOOL SUPPLIES – USE AND CARE**

Textbooks are on loan to the student. Any damaged or lost texts and agendas are the responsibility of the student. This includes locks, lab, library, and classroom material.

## **HALL LOCKERS**

Students are assigned a hall locker which has a combination built into the locker. **BOOK BAGS ARE TO BE STORED IN LOCKERS.** They will not be allowed in the classrooms.

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

## **BICYCLES**

Students are allowed to ride their bikes to school. All bicycles should be kept locked during the school day. The school cannot be responsible for lost or stolen bikes or parts.

## **LOST AND FOUND**

Articles that are found should be taken to the main office to be reclaimed. Those items not reclaimed will be disposed of at the end of the school year.

### **LUNCH**

The school district participates in the federal hot lunch program. Milk may also be purchased separately. Entrees and ala carte items may be purchased separately. Students who may qualify for free and reduced-price lunches must have an updated application with the district.

### **TELEPHONE USE**

- A. Students will not be excused during class time to use the phone.
- B. In case of illness, the office will make the home contact at no charge to the student.
- C. Contact due to forgotten articles and after school activities should be made on the pay phone.
- D. Personal phone messages should be limited to emergencies only.

### **FIRE AND TORNADO DRILL**

Fire, tornado and safety drills will be conducted according to State of Michigan requirements. All Huron School District emergency plans are contained in a book located in the main office and in the media center. In addition, safety procedures are posted in each hallway. If it is necessary to evacuate the building during the school day, each classroom is equipped with evacuation plans. Students will be familiarized with evacuation plans and should check additional information posted in hallways. Building evacuation will be done in an orderly manner. All classroom windows must be shut and doors closed (except in the event of a tornado). The principal or his designee will deliver instructions over the P.A. system.

### **ANIMALS**

Students are not to bring pets to school unless they receive permission from the building principal and the purpose is strictly educational.

### **CODE OF CONDUCT / STUDENT RESPONSIBILITY**

#### **A. PARTICIPATION**

Students have the responsibility to:

- 1. Report to class on time.
- 2. Remain in class until dismissed.
- 3. Pay attention to instruction and be an involved learner.
- 4. Complete assignments to the best of your ability.
- 5. Request help when it is needed.

#### **B. BEHAVIOR**

Students have the responsibility to:

- 1. Show respect for the knowledge and authority of their teachers.
- 2. Use acceptable and courteous language.
- 3. Obey reasonable directions of the school personnel.
- 4. Support rather than disrupt learning.
- 5. Recognize the rights and human dignity of fellow students.

#### **C. PROPER DRESS AND APPEARANCE**

Our students are expected to wear their clothing and to manage their appearance in such a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity. A neat, clean, well-groomed appearance is essential to success and has an effect on student behavior.

1. Pants must be without rips, holes or tears above the knee level.
2. All pants, shorts and skirts must be worn at waist level and may not expose undergarments of any kind. Tops must cover neck to shoulder cap, be closely tapered around the armpit and be long enough to be tucked into pants or skirts. Midriffs must be covered and necklines should not be plunging or revealing. Tops may not be of see-through material and must not reveal undergarments..
4. Clothing that reveals or highlights the torso or undergarments are not permitted (muscle shirts, tube tops, T-shirts with the sleeves torn off, see-through tops with tank tops underneath, etc.). Shirts too short or revealing (midriff tops) are not permitted. Shirts must have sleeves. No tank tops are permitted.
5. Clothing with obscene, suggestive, or abusive descriptions, pictures or language is not permitted
6. Articles of clothing or jewelry, which is symbolic or representative of gangs, violence, drugs, alcohol, or tobacco, are not permitted.
7. Facial piercing are not allowed.
8. Wearing articles that could be used in a harmful manner (chains) are not permitted.
9. Clothing that promotes groups, which represent inappropriate messages, or actions are not permitted.
10. Book bags, purses, coats and outerwear must be left in the lockers and not be brought or worn to class.
11. Footwear must be worn at all times. Additionally, open toe, between the toe sandals (aka flip flops) are prohibited. The flip flop style sandals are defined as “backless, often foam rubber sandals” which have a thong going between the digits of the foot. Differentiation will not be made regarding sole type or width of this type of footwear is prohibited at all times.

11. Administration reserves the right to restrict any clothing, grooming, and/or accessory not mentioned here if it is deemed unsafe, disruptive, or contrary to the educational environment. Examples include, but are not limited to, extreme hairstyles and/or excessive makeup. The Administration’s decision regarding clothing, grooming, and/or accessories shall be authoritative.

Please remember that school is a place to learn, not show off. Appropriate clothing helps keep the students focused on what is important. Your help is appreciated.

### **TRAINING RULES AND ATHLETIC ELIGIBILITY FOR ATHLETICS**

**ALL STUDENT ATHLETES ARE REQUIRED TO HAVE A COMPLETED PHYSICAL FORM ON FILE IN THE MAIN OFFICE, PRIOR TO TRYING OUT FOR A SCHOOL SPORT.**

Violations that are grounds for immediate dismissal:

- If an individual commits a felony.
- Possession or use of any illegal substance or alcoholic beverage on or off campus.

The definition of a season begins on the first day of practice and ends upon the finish of the last event. The Athletic Program is defined as an entire school year.

**Violations of the following training rules will fall under the penalties set below:**

- The use or possession of any form of tobacco.
- When an athlete has been reported to have taken property, which belongs to others.
- Destruction of property that does not belong to them.
- Any actions that violate the student handbook.

**PENALTIES:** A student-athlete who is in violation of the training rules will be subject to sanctions. The sanctions will begin when the athlete returns to school following any out of school suspension. The following penalties shall be enforced:

**First Violation:** Athlete will be suspended for twenty percent of the competitive season.

**Second Violation:** Athlete will be suspended for forty percent of the competitive season.

**Third Violation:** Athlete will be permanently suspended from participating in any sport for one calendar year.

## ACADEMIC ELIGIBILITY

The academic eligibility checks will be done at the time of progress reports and report cards. If a student athlete is deemed ineligible, it will last until the next progress report check. The following standards will apply for academic eligibility.

1. If you have one E, the sum of your other 5 grades must balance at 2.0 GPA.
2. If there is more than one (1) E, you are ineligible until the progress report/report card check.
3. All other MHSAA eligibility standards apply.

## PHYSICAL EDUCATION/GENERAL EDUCATION

Due to safety concerns/nature of the class, students may be required to adhere to additional dress code guidelines.

## DISCIPLINARY PROCEDURES

### Exclusion and Temporary (Short Term) Suspensions

**Exclusion** means removal from class. Behavior that could result in exclusion includes, but is not limited to, any behavior that is considered to cause serious disruption. Repeated exclusions may result in suspension from school.

**Temporary Suspension** means the denial of a student's right to attend school, be present on school property or attend any school function for a period, not to exceed ten school days upon misconduct.

### Procedure for Temporary Suspension:

1. Parent is notified
2. An informal hearing is held involving an administrator and the student, in which the student is advised of the misconduct with which he/she is charged and the evidence supporting the charge. The student may present his/her version of the alleged incident. At the discretion of the administrator other persons may be permitted to attend the hearing or otherwise provide information that will assist in the resolution of the charges.
3. If, at the conclusion of the informal hearing the building administrator determined that the student has engaged in misconduct, the administrator may impose a temporary suspension.
4. If, at the conclusion of the informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges are dropped.
5. The student or his/her parents or guardians may take an appeal to the Superintendent. The Superintendent shall review the determination of the administrator. Filing an appeal; however, shall not serve to stay the imposition of a temporary suspension imposed on the student by the administrator. Rather, in the event the Superintendent determines that the student was engaged in misconduct, such determination shall be reduced to writing and placed in the student's record. There is no appeal of temporary suspension to the Board of Education.
6. In order to return to school following an out of school suspension, the student must submit a completed reflection assignment given by the administration. It must be signed by the parent and student.

**Teacher Imposed Suspension:** 1999 PA 103 permitted teachers to suspend a student from any class or activity for up to one day. The teacher will send the student to the office after notifying a building administrator of the suspension immediately. The student shall not return to the teacher's classroom for one full day without the mutual agreement of the teacher and administrator. The administrator shall determine if additional disciplinary action should be taken. The teacher shall contact the student's parents/guardian on the day of the suspension to schedule a follow-up conference, at which the parent/guardian may request the administrator to be present. Suspended students shall not be permitted during the term of the suspension to attend other classes in the school building or extracurricular activities, unless the Principal or designee

permits the student to continue the school day under appropriate supervision. Teacher imposed suspension may be given for conduct which interferes with classroom discipline or operation or jeopardizes classroom safety, insubordination, disorderliness, personal physical or verbal attacks on others, or persistent violation of class rules. The teacher shall accept for credit a suspended student's work due on the day of suspension. This suspension must be applied in a manner consistent with the rights secured under federal and state law for students who are determined to be eligible for special education programs and services.

### **Long Term Suspension and Expulsion**

**Long Term Suspension:** The denial of a student's right to attend school, be present on school grounds or attend any school function for a period of more than ten (10) days based on the student's misconduct.

Procedure is the same as for expulsion.

**Expulsion:** The permanent exclusion of a student from the Huron School District based on the student's misconduct. Misconduct for purposes of long term suspension and expulsion shall be defined as gross misdemeanor or persistent disobedience. "Gross misdemeanor" is conduct that substantially interferes with the ordinary education of other students, jeopardizes the health and safety of staff or students, represents willful disrespect or disregard for school authority, destroys school property, is disorderly, or represents an unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion.

Grounds for expulsion also include certain behavior specifically prohibited by the Revised School Code, including possession of a dangerous weapon, commission or arson in a school building or on school grounds, commission of criminal sexual conduct, making a bomb threat, or verbally threatening or physically assaulting a school employee, volunteer, or contractor.

#### **Procedure:**

1. Parent is notified
2. An investigation of charges of misconduct by a student will occur as well as the offer of an informal hearing involving the student, parents/guardians and administrator where the student shall be advised of the misconduct with which he/she is charged, the evidence supporting the charges and given the opportunity to present his/her version of the alleged incident. At the discretion of the administrator, other persons may be permitted to attend the hearing or otherwise provide information that will assist in the resolution of the charges.
3. If, at the conclusion of the investigation of the charges by the administrator and at the conclusion of the informal hearing, the administrator determines that the student has engaged in misconduct which merits the imposition of a long term suspension or expulsion, the administrator shall recommend in writing that the student be so disciplined, identifying the basis upon which his/her recommendation is founded and shall forward such a recommendation to the Superintendent. In the event an offense has been committed, which following investigation, results in an administrative recommendation for expulsion, the Superintendent may impose a suspension pending disposition of the recommendation by the Board of Education.
4. If at the conclusion of the investigation of the charges by the administrator and the conclusion of an informal hearing the building administrator determines that the student has not engaged in misconduct, all charges are dropped and records of the incident are removed from the student's file.
5. If a student, parent, or guardian does not accept the administrative decision of long term suspension or expulsion, it may be appealed to the Superintendent. The Superintendent, after hearing the appeal, may decide to support and convey a recommendation for long-term suspension or expulsion to the Board of Education. The Board of Education hearing on the matter shall be scheduled within ten (10) days following the commencement of the student's suspension.
6. Prior to the hearing the Superintendent shall notify the student and his/her parents or guardians of the recommendation for long-term suspension or expulsion, and shall invite them to appear before the Board of Education, with legal counsel if desired, on the date schedule for the hearing. The Superintendent shall notify them that the hearing shall be open or closed to the public based on their desires, and shall request a timely response as to whether they wish an open or closed hearing.

7. An expulsion hearing before the Board of Education is the student's and the parents' opportunity to appeal the Superintendent's recommendation for long-term suspension or expulsion. An attorney or another advisor at all hearings may represent the student or parents. There may be present at the Board of Education hearing the principal, the Board of Education attorney, and any other resource person, as the President of the Board of Education deems essential to the proper adjudication of the case. The hearing before the Board of Education may be open or closed to the public based on the desires of the student and/or parents or legal guardians. Both parties have the right to present evidence at the hearing. The hearing is not a court proceeding and court rules other than those stated in this Student Code of Conduct shall not be enforced at such hearings. At the hearing in the matter, the administrator or his/her behalf. The hearing is not bound by formal rules of evidence. The Board of Education or its hearing officer shall admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent men in the conduct of their affairs. Disclosure of the identify of students providing information relative to the charges may be limited in accordance with statutes and case law concerning student discipline proceedings.
8. The Board of Education may accept, reject, or modify the administrative recommendation. Within five (5) days following the hearing, the Board of Education shall in a written report provide the decision to the person initiating the appeal.
9. If there is reasonable cause to believe that a student who has been charged with misconduct is a child with a disability within the meaning of Section 1401 of the Individuals with Disabilities Education Act ("IDEA"), 20USC 33, student has not previously been evaluated by the Huron School District or Wayne County RESA, such an evaluation must occur prior to the Board of Education hearing. If the student has previously been identified as disabled, or it is determined upon evaluation that the student is disabled, it shall be determined whether the events, which are the subject of the charges, were related to the student's disability, the foregoing procedures shall resume from the point at which the student was suspended. If the incident involved is related to the student's disability, the school shall convene an Individualized Education Program Committee to review the matter and determine the appropriate educational program for the student.

### **Violations and Penalties**

The following outline represents disciplinary action for student conduct violations. The disciplinary action for these violations has been approved by the Board of Education or required by the Revised School Code. Discipline will fit the circumstances of the offense.

- Code A Exclusion to suspension (not to exceed 10 days)
- Code B Short-term suspension (not to exceed 10 days)
- Code C\* Long-term suspension (in excess of 10 days)
- Code D\* Expulsion (permanent exclusion)

\*Requires approval of Superintendent and Board of Education

<b><u>VIOLATION</u></b>	<b><u>MINIMUM PENALTY CODE</u></b>
1. Academic or other dishonesty	A
2. Arson/Lighting Fires (see policy)	D
3. Assault/Physical (see policy)	C/D
4. Assault/Verbal (see policy)	C/D
5. Bomb Threats/911 Calls	D
6. Concealed Weapons (any concealed Items intended to do bodily harm)	D
7. Criminal sexual conduct (see policy)	D
8. Dress Code Violation	A
9. Electronic Devices/Personal Property (see policy)	A

10. Failure to follow school locker procedures	A
11. False fire alarms or abuse	A
12. Fighting	A/B
13. Gambling	A/B
14. Hazing/Bullying (see policy)	A/B
15. Inappropriate display of affection	A
16. Inappropriate use of computers (see policy)	A
17. Insubordination	A
18. Loitering	A
19. Possession, Sale, Use or Distribution Of Illegal Drugs, Alcohol, or Tobacco (see policy)	B/C
20. Sexual Harassment (see policy)	B/C/D
21. Student Demonstrations	A/B
22. Theft	B/C
23. Truancy	A/B
24. Vandalism	B/C
25. Instigating	A

Repeat offenses or serious incident may result in more severe punishments or penalties including referral to the Board of Education for expulsion.

**ILLEGAL BEHAVIOR and (2) GENERAL PROHIBITED BEHAVIOR.** Any student charged with illegal behavior will be dealt with immediately by the Principal or Assistant Principal and may be immediately suspended from school pending a hearing, which must take place within 72 hours. **Except in the event of repeated offenses** (two or more), offenses constituting General Prohibited Behavior may not be punished by suspension or expulsion, unless the Principal and the Superintendent concur in a decision for immediate suspension.

### **DRUG AND / OR ALCOHOL USE BY STUDENTS**

Any student found guilty of drug and/or alcohol use and/or possession will be recommended for long-term suspension or expulsion. The student will not be allowed to seek re-admittance to Renton Junior High until it has been verified by the administration that they have submitted to an assessment by a substance abuse agency. This assessment will be at their own expense, including any recommendation made pursuant of the assessment (i.e., counseling, treatment, therapy, etc.). The student must then appear before the Board of Education with their legal guardian to request re-admittance to Renton Junior High School. Any second offense will result in permanent expulsion.

#### **A. ILLEGAL BEHAVIOR**

1. **Assault** – An attempt or threat to inflict corporal bodily harm upon another, under such circumstances as denoted at the time and having the intent, and present ability to carry such intent into effect. No actual body contact is necessary.
2. **Battery** – The unlawful intentional touching or application of force to another person done in a rude, insolent or angry manner. Verbal or physical attack on a staff member will result in a longer-term school suspension or expulsion.

3. Possession of Weapons or other Dangerous Objects – Carrying, using or storing weapons or other dangerous objects (e.g. explosives or firecrackers) in a school building or on school grounds. Weapons are identified in two (2) categories:
  - a. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples are firearms, knuckles, knives, chains, and clubs.
  - b. Articles designed for other purposes that could be easily used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, files and compasses. Students acting in an aggressive or belligerent manner with any such article will be adjudged to be in possession of a weapon.
4. Sale, Use, Possession, or Distribution of Illegal Drugs, Material or Substances or Alcoholic Beverages – Selling, distributing, using or possessing illegal drugs, materials, substances or alcoholic beverages on school property or at school functions, including bringing such items into the school for another person or having such items on one’s person or placing them in a locker or hiding place.
5. Burglary, Theft, Robbery, Larceny – Stealing money or property.
6. Arson – The willful and malicious burning or attempting to burn any part of any building or any property (including automobiles) belonging to persons employed by the school or in attendance at the school.
7. Extortion, Coercion, Blackmail – Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).
8. Vandalism – Malicious destruction of property. Destruction of or defacing of property belonging to, rented by or on loan to the school system or property (including automobiles) of persons employed by the school or in attendance in the school.
9. Acts or Threats of Incitement to Violence – Words, acts or deeds that may threaten to do injury or bodily harm to another person or that intimidates another person through fear for his/her personal safety.
10. False Alarms – Activating the fire alarm system in any school building or school property and/or reporting a fire or bomb when none exists.
11. Smoking in School or on School Property – Using or carrying tobacco. State law requires a juvenile petition be filed.
12. Sexual Harassment – Verbal abuse, or physical touching that is sexually intimidating.
13. Other Felonious Conduct - Any and all conduct that constitutes an offense under the laws of the State of Michigan.
14. Dialing 911 from any School Phone – Any student who dials 911 from any school phone will be reported to the proper authority. May result in a short term to long-term suspension.

## **B. POLICE LIAISON OFFICER**

A Huron Township Police Officer/Liaison is available to Renton Junior High. Students, parents, staff and community members can all benefit from this service. Complete information is available in the Renton Junior High Main office or through the police officer directly.

## **C. SEARCH AND SEIZURE**

To maintain order and discipline in Renton Junior High School and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of student and school property.

School Property – Student desks and other such property are owned by the school district, which exercises exclusive control over them. Students should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials.

Personal Property – Students and their personal property (backpacks, purses, etc.) are subject to search if a school official has reasonable cause to believe that a student is in possession of illegal, unauthorized (stolen), hazardous, or contraband materials.

Canine/Metal Detectors – The school administration may use canine and metal detectors to search for illegal, unauthorized (stolen), hazardous, or contraband materials.

### **Definitions:**

Reasonable Cause: A belief based on specific reasonable inferences which an administrator is entitled to draw from the facts in light of his/her experience. Specific reasonable inferences may be drawn from instances including, but not limited to a tip from a reliable student, suspicious behavior, smells, or bulges in a pocket, and the like.

Contraband: All substances or materials, the presence of which is prohibited by school policy and/or state law, including but not limited to controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, incendiary and explosive devices.

### **POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS**

#### **Lockers are School Property:**

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

#### **Legitimate Use of School Lockers:**

The school assigns lockers to its pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by School Board policy or the school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, or divulge locker combinations to other pupils, unless authorized by the school principal or his/her designee.

#### **Search of Locker Contents:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the school principal or his/her designee to search lockers and locker content at any time, without notice and without parental/guardianship or pupil consent.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **Seizure:**

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

### **NOTICE OF POLICY**

A copy of the Board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

### **E. GENERAL PROHIBITED BEHAVIOR**

1. Insubordination – Refusal to respond to or to carry out reasonable and lawful directions of authorized school personnel.
2. Verbal Abuse – Name-calling, racial slurs, profanity, or derogatory statements addressed publicly to others designed to precipitate disruption of the school progress or incite violence.
3. Loitering – Trespassing. Being in a school building on school property during school hours or during extracurricular activities at a site other than where the student is enrolled without having promptly secured authorization from the school office.
4. Refusal to Identify Self – Refusing to show identification card and/or to give correct name when requested to do so by school personnel, or the use of another person's name or identify.
5. Public Displays – Public displays of affection is not acceptable behavior.
6. Truancy – Unexcused absences from classes, lunchroom, homeroom, or chronic tardiness. The student will be charged with a skip if he/she is more than five (5) minutes tardy.
7. Gambling – Participating in games of chance or skill for money or profit.
8. Student Demonstrations – Any form of student protest or demonstration that results in disruption of the normal educational process or that is conducted in a manner that violates legal restraints.
9. Excessive Absence – In pursuing quality standards for accreditation and meeting the daily average attendance of at least 90%, a student will be allowed no more than seven (7) non-suspension absences per marking period to receive a grade. An attendance committee will review medical documentation. The committee's decision will be final. Renton works in cooperation with the Wayne County "Erase Truancy" program.

10. Disruption or other Misconduct – Other misconducts, not listed above that disrupts or interferes with the educational process.
11. Food – All food and beverages purchased in the cafeteria/vending machines must be eaten in the cafeteria. Candy and gum are allowed at lunch but not in the halls or classrooms.
12. Unnecessary Roughness – Engaging in a physical activity (horseplay) that threatens the safety of another student.
13. Cell Phones, Electronic Devices/Personal Property – In accordance with Section 1303 of the Revised School Code, Renton Junior High School prohibits students from carrying cell phones, pocket pagers, electronic communication devices or other personal communication devices in school. Cassette players, CD players, video equipment, television sets, radios, headsets, personal safety devices, game pieces (such as dice), playing cards, laser lights and any type of electrical entertainment for personal use are also prohibited during school hours. Any of these devices will be confiscated on the first offense. A second offense will result in a permanent confiscation plus a one-day suspension. This is a progressive policy, and only a parent or legal guardian may retrieve confiscated items.
14. Instigating – any act that leads to a potential situation in which a fight may occur but has not yet taken place. This includes students who engage in or encourage disruptive verbal confrontations during or after school. Such behavior may include, but are not limited to shouting, pushing, foul language, racial/ethnic or sexual slurs.

## **G. TARDINESS**

1. Students are allowed three (3) tardies in each class per trimester.
2. A 4<sup>th</sup> tardy in one class will result in a lunch detention.
3. Additional tardies will result in after school detentions.

## **H. EXCLUSION FROM CLASS**

Exclusion means removal from class. A teacher may immediately exclude from his/her class a student who, in the teacher's opinion, is causing serious disruption. All instances of exclusion must be followed by the teacher's attempt to contact parents.

1. Detention – Students will be scheduled to service time after school.
2. Suspension – Out-of-School Suspension means exclusion from school. If a student appears on school property, he/she will be removed and given an additional day of suspension.
3. Suspension Pending Expulsion Hearing – Whenever the principal and the superintendent concur in a recommendation for expulsion, the student may be suspended for an indefinite period pending the expulsion hearing before the Board of Education.
4. Expulsion – Expulsion means that the student is excluded from school indefinitely, and the principal shall have such power to do this. Any formal action toward the student will be taken at the next regularly scheduled Board of Education meeting.
5. Right of Appeal – Students and parents who are dissatisfied with the outcome of a suspension or the recommendations of the expulsion hearing have the right to appeal that decision to the superintendent by informing him in writing that they wish to appeal the principal's decision.

## TRANSPORTATION

### STUDENT CONDUCT ON SCHOOL BUSES

#### **UNSATISFACTORY CONDUCT ON A SCHOOL BUS IS:**

1. Not remaining seated or changing seats while bus is in motion.
2. Loud talk and boisterous conduct; whistling or calling to people outside of the bus; talking at intersections and at railroad crossings.
3. Not keeping arms and head inside school bus and feet on the floor.
4. Eating and drinking are prohibited except for medical reasons.
5. Profanity or use of improper language.
6. Throwing objects in the bus, at the bus, or out the window, or using a water gun.
7. Refusing to obey promptly the instruction of the bus driver, or talking back.
8. Adjusting the windows without the bus driver's permission.
- \* 9 Smoking, lighting matches or cigarette lighters.
- \*10 Fighting or scuffling.
- \*11 Cutting bus seats and breaking bus windows. This will result in restitution being sought.
- \*12. Gross Misconduct—Endangering the lives of the driver, students or other passengers by: fighting, the throwing of objects, or failure to reasonably respond to directions.  
Severe misconduct bypasses the first three write-ups and moves immediately to suspension procedures.

\*The privilege of riding a school bus is directly dependent on the behavior of the bus rider. Restitution for damage done by students will be charged against the student's parents (or legal guardian) at its replacement cost. A student may lose the privilege of riding the bus because of discipline problems or because of vandalism (making, defacing or damaging any part of the bus), and the Student Code of Conduct is in effect while the student is a passenger on the bus.

**PUPILS MAY NOT RIDE OR GET OFF THE BUS AT ANY OTHER STOP OTHER THAN THEIR OWN UNLESS THEY HAVE SIGNED AUTHORIZATION BY THEIR PARENTS/GUARDIAN. AT THAT TIME A BUS PASS WILL BE ISSUED BY THE SCHOOL OFFICE.**

### POLICY STATEMENTS

It is the policy of the Huron School District not to discriminate on the basis of race, color, religion, national origin, age, sex, or handicap in its educational programs, activities, or employment policies.

The Huron School District has an asbestos management plan on file in the office for review upon request.

The Huron School District complies with requirements of the Federal Drug-Free Schools and Communities Act Amendment of 1989, Public Act 101-226. Our curriculum includes the teaching of the laws, consequences, techniques for resistance, and help available.

### SAFE SCHOOL POLICIES ADOPTED

#### **Statewide School Safety Information**

School crime and violence are multifaceted problems, which need to be addressed with coordinated efforts of the educational community, law enforcement, and families. Schools will receive and report "reportable incidences" as defined in the School Safety Response Guide Index.

#### **Questioning by a Police Officer**

If a student is questioned by a police officer, the school administration will attempt to see that:

- The questioning takes place privately in the office of a school official (e.g. the principal, assistant principal, or his/her designee).
- Parents/guardians are notified of the questioning.
- Student's records (except directory information) will remain confidential to the extent permitted by law.

In all matters, the District respects the proper authority of law enforcement agencies and authorities and will comply reasonably with their requests.

### **Arson**

Public Act 451 of 1976, Section 1311 (2) prohibits a student from committing arson in school, in a school building, on school grounds, or on any other school property. Any such behavior will result in a permanent expulsion from school, subject to possible reinstatement. A student thus expelled shall be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency.

“Arson” is defined as a felony violation of Chapter X of the Michigan Penal Code (MCL 750.71 to MCL 750.80).

### **Physical and Verbal Assault**

Public Act 451 of 1976, Section 1310 prohibits assault between students. If a student in grade 6 or above commits a physical assault at school against another student, the District shall suspend or expel the student for up to 180 school days.

Public Act 451 of 1976, Section 1311a prohibits a physical assault by a student against any persons employed or engaged as a volunteer or contractor for the District. If a student in grade 6 or above commits such assault, the District shall expel the student from the District permanently, subject to possible reinstatement.

“Physical assault” is defined by statute as intentionally causing or attempting to cause physical harm to another through force or violence.

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school sponsored activity or event whether or not held on school premises.

The District shall not allow a student to verbally assault another student. If a student in grade 6 or above commits a verbal assault at school against another student, the District shall suspend or expel the student for up to 180 school days.

Public Act 451 of 1976, Section 1311a prohibits a verbal assault at school by a student against any persons employed or engaged as volunteer or contractor for District. If a student in grade 6 or above commits such an assault, the length of discipline shall be at the discretion of the District.

“Verbal assault” means any statement or act, oral or written, which can reasonably be expected to induce another person to be in apprehension or danger of bodily injury or harm, or the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.

### **Possession/Use of Weapons**

Public Act 451 of 1976, Section 1311 (2) requires that the District shall permanently expel a student who possesses a dangerous weapon in a Weapon-Free School Zone. Additionally, a student shall not have possession of or use of legitimate tool, instrument, or equipment as a weapon, or use a dangerous instrument capable of

harming another person. A student thus expelled shall be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency.

A school board is not required to expel a student for possessing a weapon if the student establishes by clear and convincing evidence at least one of the following:

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

“Weapon-Free School Zone” is defined as school property and/or a vehicle used by a school to transport students to or from school property.

“School Property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions or events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Legitimate tool” includes, but is not limited to, pens, pencils, compasses, or combs.

“Dangerous instrument” includes, but is not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.

### **Criminal sexual Conduct**

Public Act 451 of 1976, Section 1311 (2) prohibits a student from committing criminal sexual conduct in a school building, on school ground, or on any other school property. Of a student engages in such conduct, the District shall expel the student permanently

Subject to reinstatement. A student thus expelled shall be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency.

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI or the Michigan Penal Code (MCL 750.520B to MCL 750.520g).

### **Bullying/Hazing**

Bullying is the repeated intimidation of others by the real or threatened infliction of physical abuse, or through physical, verbal, written, electronically transmitted, or emotional attacks on the property of others in the school setting. Hazing is an intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort.

### **Forms of Bullying/Hazing**

Indirect/Verbal

Bullying

Being unfriendly, excluding, stealing money or possessions, name calling mean, spirited humor, spreading unkind rumors, teasing, or generally tormenting another for the purpose of humiliating another.

Racist

Bullying

Racially derogatory statements, taunts, graffiti, or inappropriate gestures.

Sexual Harassment Unwanted physical contact, sexually abusing comments, displaying material offensive to others based on sex, or making inappropriate comments because of, or focusing on, the issue of another's sexual orientation or perceived sexual orientation.

### **Policy Statement**

The District recognizes that Bullying, as defined above, is disruptive of the educational process, and can have many negative and long term effects on its victims, and therefore, is unacceptable behavior that will not be tolerated. Every individual in the District has a right to be treated with respect, and feel free from any fear or being victimized or intimidated.

Students who engage in any act of Bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

The superintendent may develop additional administrative regulations and programs that will further these policy purposed by involving the school community.

### **Steps to Address Policy Violations**

**SEE THE DISTRICT POLICY IN THE RENTON JUNIOR HIGH SCHOOL MAIN OFFICE.**

### **Progressive Discipline Applied for Policy Violations**

Whenever a student violates the Anti-Bullying Policy, the following progressive discipline may occur: (See Violations and Penalties Page 9 & 10).

#### **Due Process and Free Speech**

Prior to acting on a staff member's recommendation for a long-term (over 10 days)

Suspension or expulsion from school, the administration shall accord the student the rights of due process afforded in all cases of student discipline.

This Policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

### **Possession /Use of Alcohol, Illegal Drugs, or Tobacco**

In accordance with federal and state law, the Board of Education prohibits the use, possession, concealment of distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **Sexual Harassment Policy**

It is the policy of the Huron School District to maintain a workplace that is free from sexual harassment and discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act and will not be tolerated by any person, or in any form. This policy shall apply to all students, employees, Board members, or any person associated with Huron School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school

premises while they are participating in school sponsored functions. Sexual harassment is defined as (but not limited to) unwelcome sexual advances, requests or pressure (subtle or overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sex oriented kidding), creating an intimidating, hostile, or offensive school environment. A copy of Sexual Harassment Policy and Complaint Procedures in its entirety is available upon request. A complaint of conduct perceived to be sexual harassment should immediately be reported to Katrina Burnham, Office of Superintendent, and Huron School District. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

***Complaints regarding discrimination or harassment may also be filed with the Equal Employment Opportunity Commission in Washington, D.C., or with the Michigan Department of Civil Rights within 180 days of the alleged violation.***

### **COMPLIANCE NOTIFICATION**

**Nondiscrimination Policy:** “It is the policy of Huron School District not to discriminate on the basis of race, color, religion, national origin, age, sex, or handicap in its educational programs, activities, or employment policies.” Inquiries regarding compliance and/or grievance procedures may be directed to the Office of the Superintendent, Huron School District.

**Title IX Notice:** Title IX is a federal law, which prohibits schools from discriminating on the basis of sex. If any person believes that Huron School District or any part of the school organization has not adequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, a complaint may be brought to Katrina Burnham, Assistant to the Superintendent, Huron School District.

**Tobacco-Free Schools Act:** All public school districts, including Huron School District, are mandated to comply with Public Act 328 of 1993, the Tobacco-Free Schools Act. This law was enacted to protect children, school employees, and visitors from the dangerous effects of secondhand smoke. This Act bans the use of tobacco products at all times in all buildings owned or operated by school districts. Additionally, the law bans the use of tobacco products on school grounds, except during weekends, on holidays, and after 6:00 p.m. on school days. This law is to be enforced by local police departments, and infractions carry a fine of \$50.00.

**Employee Compliance with the Federal Drug-Free Schools & Community Act Policy:** The following policy is developed and implemented to comply with requirements under the Federal Drug-Free Schools and Communities Act Amendments of 1989. P.A. 101-226. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with the policy is mandatory for all employees at Huron Schools. The unlawful possession, use or distribution of illicit drugs and alcohol by employees on school premises or as any part of school activities at home or away is prohibited. Disciplinary sanctions (consistent with local, state, and federal laws as well as negotiated employee contracts), up to and including termination or employment and referral for prosecution will be imposed on employees who unlawfully possess, use, or distribute illicit drugs and alcohol on school premises or as part of its activities.

Sanctions may include reprimand, suspension, and/or termination of employment. Employees may also be referred for evaluation of the problems and subsequent treatment by an appropriate agency.

**Adopted by Board of Education 8-20-90.**

**Asbestos Notification:** The Huron School District has an Asbestos Management Plan on file in the Office of the Superintendent for your review upon request.

**Employee Sexual Harassment Policy:** It is the policy of the Huron School District to maintain a workplace that is free from sexual harassment and discrimination for its employees. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act and will not be tolerated by any person, or in any form. This policy shall apply to all students, employees, Board members, or any person associated with Huron School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school premises while they are participating in school sponsored functions. Sexual harassment is defined as (but no limited to) unwelcome sexual advances, request or pressure (subtle or

overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sex oriented kidding), creating an intimidating, hostile, or offensive workplace. A copy of the Sexual Harassment Policy and Complaint Procedures in its entirety is available upon request. A complaint of conduct perceived to be sexual harassment should immediately be reported to Katrina Burnham, Office of the Superintendent, Huron School District. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

*Complaints regarding discrimination or harassment may also be filed with the Equal Employment Opportunity Commission in Washington, D.C., or with the Michigan Department of Civil Rights within 180 days of the alleged violation.*

**Freedom of Information Act:** The Huron School District may release directory information such as: student's name, address, and participation in school activities, honor/awards and information generally found in yearbooks. If parents or students, 18 years of age or older, do not wish this information disclosed, the principal should be notified in writing by October 1.