

## **Student Handbook**

# **Webberville Secondary Schools**

SCHOOL CODE 233-725

School Year 2009 -2010

Welcome to Webberville Secondary Schools. This student planner provides school policies, student rights, and an organizational tool to aid your study. It will help you organize your time by providing a place to record homework assignments, due dates, and activities. This planner also serves as a hall pass. Please read the policies thoroughly and develop the habit of using the planner early in the school year. This will provide the framework that allows students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the guidance counselor. All students, including adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program. As with all students, those age 18 and older are required to get administrative permission to leave the building during the regular school day. We encourage teachers and parents to check planners on a regular basis to assist students in developing essential organization and study skills. This handbook supersedes all prior handbooks and other written or oral statements regarding any item contained herein. Should you have any questions that are not addressed in this handbook, contact the secondary school office.

Best wishes for a school year full of challenges and successes!

Mr. Brian Friddle, Superintendent, 521-3442, ext. 101

Mr. Tim Dowker, Middle School/High School Principal, 521-3447, ext. 312

Mr. Richard Smith, Assistant Principal/Athletic Director, 521-3447, ext. 352

Mrs. Pam Panozzo-Jones, Special Education Director, 521-3447, ext. 323

Attendance Line, 521-3447, ext. 324

## Student Information

NAME: \_\_\_\_\_

<b>-CLASS SCHEDULE-</b>			
	<b>SUBJECT</b>	<b>INSTRUCTOR</b>	<b>ROOM</b>
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			

**Webberville High School Schedule**  
*School hours – 8:00 A.M. to 3:00 P.M.*

<b>1<sup>st</sup> Period</b>	<b>8:00 A.M. – 8:56 A.M.</b>
<b>2<sup>nd</sup> Period</b>	<b>9:00 A.M. – 9:56 A.M.</b>
<b>3<sup>rd</sup> Period</b>	<b>10:00 A.M.– 10:56 A.M.</b>
<b>4<sup>th</sup> Period</b>	<b>11:00 A.M.– 11:30 A.M.</b>
<b>5<sup>th</sup> Period</b>	<b>12:04 P.M.– 1:00 P.M.</b>
<b>6<sup>th</sup> Period</b>	<b>1:04 P.M. – 2:00 P.M.</b>
<b>7<sup>th</sup> Period</b>	<b>2:04 P.M.– 3:00 P.M.</b>

**Webberville Middle School Schedule**  
*School hours – 8:00 A.M. to 3:00 P.M.*

<b>1<sup>st</sup> Period</b>	<b>8:00 A.M. – 8:58 A.M.</b>
<b>2<sup>nd</sup> Period</b>	<b>9:02 A.M. – 10:00 A.M.</b>
<b>3<sup>rd</sup> Period</b>	<b>10:04 A.M.– 11:02 A.M.</b>
<b>4<sup>th</sup> Period</b>	<b>11:06 A.M.– 12:04 P.M.</b>
<b>5<sup>th</sup> Period</b>	<b>12:39 P.M.– 1:02 P.M.</b>
<b>6<sup>th</sup> Period</b>	<b>1:06 P.M. – 2:00 P.M.</b>
<b>7<sup>th</sup> Period</b>	<b>2:04 P.M.– 3:00 P.M.</b>

**SCHOOL COLORS**  
**Blue and Gold**

**SCHOOL MASCOT**  
**Spartan**

**WEBBERVILLE SECONDARY SCHOOLS**  
**SONG**

On for Webberville  
Our hearts with gladness fill  
And as we go to victory on to victory  
We will cheer you  
Be the victors! Be victors!

On for BLUE and GOLD  
How high our banners flow  
Return home the CHAMPIONS  
Of Webberville the school we love the BEST!

SEPTEMBER HALL PASSES			
STAFF	DATE	TIME	CODE

FEBRUARY HALL PASSES			
STAFF	DATE	TIME	CODE

OCTOBER HALL PASSES			
STAFF	DATE	TIME	CODE

MARCH HALL PASSES			
STAFF	DATE	TIME	CODE

NOVEMBER HALL PASSES			
STAFF	DATE	TIME	CODE

APRIL HALL PASSES			
STAFF	DATE	TIME	CODE

DECEMBER HALL PASSES			
STAFF	DATE	TIME	CODE

MAY HALL PASSES			
STAFF	DATE	TIME	CODE

JANUARY HALL PASSES			
STAFF	DATE	TIME	CODE

Students must have their complete planner and a pass filled out by a teacher to leave class.

RR = Restroom • O = Office • L = Locker  
 MC = Media Center • CL = Computer Lab  
 G = Guidance • E = Errand

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## **VISION OF THE SCHOOL**

To be a premier school system that will set the new standard of excellence.

## **MISSION OF THE SCHOOL**

“The mission of Webberville Community Schools is to guarantee a progressive, personalized education in a safe and caring environment by a dedicated, vision-driven staff.”

## **CORE VALUES**

Integrity  
Communication  
Dedication  
Respect

## **STUDENT WELL-BEING**

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School office.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Webberville Community Schools to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Districts Compliance Officer listed below:

Pam Panazzo-Jones  
Special Education Director  
521-3447 ext. 323

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school district in which they live or to complete a School of Choice form allowing them to attend Webberville Community Schools. Students who are new to Webberville Secondary Schools are required to enroll with their parents or legal guardian. Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are required to include them in the process. The following are required for enrollment:

- birth certificate or similar document

- proof of residence
- proof of immunizations
- most recent report card or transcript
- custody papers from the court (if necessary)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment and when they are due.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript if not presented at the time of enrollment. In addition, any student with attendance issues, behavioral problems, or a criminal record may be required to attend an alternative education program. Students may petition to return to Webberville Secondary Schools from an alternative school. To be eligible, they must not have any recent attendance, discipline, or academic problems. Upon receipt of the petition, district administrators will make a professional judgment as to whether the student will be accepted. For School of Choice students, this would encompass the previous 2 school years. The student may be required to develop and sign a behavioral contract on file as a condition of return. Personal Curriculum created in a previous district does not automatically transfer and will be reviewed to make appropriate changes.

### **SCHEDULING AND ASSIGNMENTS**

At the beginning of the school year, or upon enrollment, each student is provided a schedule. Students enrolled are expected to complete a full seven period schedule. The schedule is based upon the student's needs and available class space. It is important to note that students may be denied some courses because of lack of available space or inadequate preparation for the course.

#### *Drop/Add Guidelines*

Any changes in a student's schedule should be processed through the Guidance Office during the first week of the semester. To change classes, students must follow the guidelines contained in this policy:

- (1) The student must state in writing the *educational rationale* for the drop/add request.
- (2) The educational rationale must support the career goals the student has established with his/her parents and the counselor.
- (3) All drop/adds must be approved by the parents, counselor, administration, and by the teachers involved.
- (4) Students will be expected to remain in the course through the end of the school year.

Students enrolled in first session CACC will only be allowed to schedule three courses at WHS. Students enrolled at CACC are expected to be in attendance every day and will only be excused from classes when there is a conflict with the Webberville High School schedule.

### **SPECIAL EDUCATION**

Webberville Secondary School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be active participants. To inquire about the procedure or programs, a parent should contact the special education office at 521-3447 ext. 323.

### **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the general education program with an accommodation plan developed by

school staff. Parents who believe their child has a disability that substantially limits the child's ability to function properly in school should contact the administration at 521-3447.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

School Records: School records are available for review by parents or adult students upon request. Requests to review records must be submitted to the school principal. If parents or adult students believe that the records are inaccurate, they may initiate formal processes to correct the problems. Access to records by agencies outside the school is limited by state and federal law and by school policy. When a student enrolls or intends to enroll in another district, records are forwarded to that district and are no longer available at Webberville Secondary Schools.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Webberville Secondary Schools, the parent must notify the counselor or principal. Transfer will be authorized only after the student has completed a Drop/Transfer Form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer process is not properly completed. Parents are encouraged to contact the Secondary School office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. The student must complete the proper forms, return all school textbooks and materials, and pay any fees or fines that are due before being allowed to withdraw.

### **STUDENT RECORDS**

Webberville Secondary Schools keeps two formal kinds of records regarding students – directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the principal. Each year, the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information” a student’s name, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy if disclosed. Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice. The District may disclose “directory information” on former students without student or parental consent.

Whenever parental consent is required for the inspection and/or release of a student’s educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. No liability shall be attached to any member, office, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

20 U.S.C. Section 1232g345C.F.R.99      26 U.S.C. 152 Education of the Handicapped Act-Part B of 1975  
20 U.S.C. Section 1232g(b) (I) (H)      The Family Educational Rights & Privacy Act of 1974 (FERPA)

Revised 1/4/92

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the

written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the superintendent's office in writing, (309 East Grand River Avenue, Webberville MI, 48892) stating the records desired. The records will be collected and an appointment will be made with the appropriate person present to answer any questions there may be.

### **MEDICATION POLICY**

Failure to follow correct procedures for possessing, using, or distributing prescription and/or non-prescription drugs will likely result in suspension from school.

Webberville School Board Policy allows for bandaging of minor cuts, bruises and burns without permission from parents. Medication, including aspirin, ointments, cold tablets, etc. will only be administered to students with written instructions on a form provided by the school. This form must be signed by the parent or guardian and a physician.

Students that require prescription medications administered during the school day must have a medication form signed by a physician on file in the office before medications can be administered. This form must be updated annually. Prescription medications must be in a prescription bottle, with the prescribed dosage clearly stated. Approved medications will be distributed from the main office.

### **INJURY and ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. Office personnel will consult with the student as to whether s/he should remain in school or go home. If they determine that it is necessary for the student to go home, parents will be contacted. No student will be released from school without parental consent. If a student exhibits severe symptoms, it is recommended that s/he seek medical attention before returning to school.

### **Homebound Instruction**

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

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

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

### **NOTIFICATION TO PARENTS OF BLOOD-BORNE PATHOGENS**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the school environment. These regulations are designed to protect employees and students of the District who are, or could be, exposed to blood or other contaminated bodily fluids while in the school environment.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and State Health Departments. Any removal from school will be only for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people including the County Health Department, to insure that the rights of the person affected and those in contact with that person are protected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (acquired immune deficiency syndrome), ARC-AIDS Related Complex, HIV (human-immunodeficiency virus), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **STUDENT FEES, FINES AND CHARGES**

Webberville Secondary Schools charges specific fees for many non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The amount of the fine assessed is intended to cover the cost of the damage.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who

wishes to review materials or observe instruction should contact the principal at 521-3447 to arrange an appointment for this review.

### **MEAL SERVICE**

The School participates in the National School Lunch Program which provides students lunches for fees based on the student's ability to pay. Applications for the school's Free and Reduced Priced Meal program are distributed to all students. If a student does not receive an application and believes that he/she is eligible, contact the food service director at 521-3447 Ex. 349. Full lunches or ala carte items are available. Students may not charge their lunches if they forget to bring money. There will be a \$35 fee for each bounced check. Students may choose to bring their own lunch to school for consumption in the school's cafeteria. Students are expected to clean up after themselves when eating lunch at school. Failure to do so will result in disciplinary action including clean-up duty and possible detention or suspension. Students are expected to stay in the cafeteria for the duration of the lunch period. Food and candy are not allowed in the halls or classrooms.

### **EMERGENCY DRILLS**

The School conducts fire drills in accordance with state law. Specific instructions on how to proceed are provided to students who are responsible for safe, prompt, and orderly evacuation of the building under the direction of school staff. Evacuation plans will be posted in classrooms. Tornado drills will be conducted to make students aware of the safest location in case of severe weather. Lockdown and evacuation drills will be conducted in accordance with policies as dictated by the Homeland Security Agency.

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed, or the opening delayed because of inclement weather or other conditions, the District will post the delay on the district's website and notify local radio and television stations. Parents and students must check these media to learn of emergency closings and delays.

### **VISITORS**

Adult visitors over the age of 18, particularly parents, are welcome at the school for academic purposes. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. Students may not bring visitors, including siblings, to school during the regular school day without prior approval from the principal. Students are not allowed to have visitors at lunch. New student visitation should be set up through student services. If a person wishes to talk with a member of the staff in person, s/he should call for an appointment prior to coming to the school.

### **USE OF THE LIBRARY MEDIA CENTER**

The library media center is available to students throughout the school day, as well as extended hours. During Seminar, or any other class period, a student must have a signed Library Media Center pass and use their time in the LMC only for expressed academic purposes. The LMC schedule will be posted. Passes are required and may be obtained from a student's teacher or from the library media specialist. To check out any other material, contact the library media specialist at 521-3447, ext. 337. In order to avoid late fees, and avoid the loss of circulation privileges, all materials checked out of the library media center must be returned to the library media center on or before the due date.

#### ***Circulation Policy***

A. All library materials are on loan to students for a period of 28 days (excluding audio-visual and overnight/reference materials). Students are allowed unlimited renewals unless others need the items.

- ❖ An item becomes overdue the day after its due date.
- ❖ Library privileges are suspended until the item is returned.
- ❖ There will be a grace period of 14 days following the due date.
- ❖ On the 15<sup>th</sup> day, the overdue fine will cost \$1.00.
- ❖ One dollar will be added to the initial \$1.00 fine every day thereafter in which the item remains overdue.

B. Overnight/reference materials (and AV items in the event they are loaned to a student for research).

- ❖ An item becomes overdue the day after its due date.
- ❖ Library privileges are suspended until the item is returned.
- ❖ There will be a grace period of seven days following the due date.
- ❖ On the 8<sup>th</sup> day, the overdue fine will cost \$1.00.
- ❖ One dollar will be added to the initial \$1.00 fine every day thereafter in which the item remains overdue.

The cost of the fine for any item will not exceed the cost of the item.

The fine may be waived in the event that there is a prolonged excused absence.

Students who return items without barcodes will be charged \$2.00 per missing barcode.

C. Non-print library media may be borrowed when there is need. The library media specialist will determine the approval and loan period of such items.

D. The computers in the library media center are available to all students who have signed the Information Access and Use Policy.

E. No food or drink except bottled water will be allowed in the library during the school day except for special occasions as determined by the librarian.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive permission from the teacher before using any equipment or materials in the classroom and permission from the principal or responsible adult to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are permitted to use. This includes school-issued locks, for which a student will be charged \$5 if lost or stolen.

### **LOST AND FOUND**

The lost and found area is in the cafeteria. Students who have lost items may retrieve their items if they give a proper description. Unclaimed items will be given to a charity at the end of each marking period. Students are encouraged to mark all personal items with their name and report losses to the office immediately. Students are encouraged not to bring valuables to school. The school is not responsible for lost or broken items that students bring to school.

### **STUDENT SALES**

The Board allows student fund raising in the school, on school property, or at any school-sponsored event only when the sale is sponsored by a recognized school class, club or organization whose funds are managed by the district, and when profit is to be used for school purposes or for an activity connected with the school. If the fundraising is to take place on school grounds, it must be approved by the principal. Such fundraising off school grounds must be approved by the superintendent.

Fund raising by students on behalf of school related organizations whose funds are not managed by the District may be permitted on school grounds with approval by the superintendent. Students are not permitted to sell any item or

service in school for personal gain without the approval of the principal. Violation of this may lead to disciplinary action.

### **USE OF SCHOOL TELEPHONES**

Classroom and office phones are not to be used for personal calls. Telephone messages received in the office from a parent or guardian will be delivered at lunch time, between classes or at the end of the school day. Classes will not be interrupted for this purpose except for emergencies.

### **CELL PHONES**

The use of cell phones during the school day is not allowed at Webberville Community Schools. They should be out of sight and turned off during the school day, 8:00 am – 3:00 pm. The first instance when cell phones ring, are in student’s hands, or are a disruption will result in confiscation for the remainder of the school day and the following consequences will be applied.

1<sup>st</sup> incident: cell phone sent to the office where student can retrieve it after school

2<sup>nd</sup> incident: cell phone sent to the office where parent/guardian can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up.

3<sup>rd</sup> incident: cell phone sent to the office where parent/guardian can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up. Two lunch detentions assigned.

4<sup>th</sup> – 6<sup>th</sup> incidences: cell phone sent to the office where parent can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up. Escalating in-school suspension assigned beginning with a half-day.

7<sup>th</sup> incident and any thereafter: cell phone sent to the office where parent can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up. Escalating out-of-school suspension assigned.

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Suspended students are not eligible for participation in field trips.

### **GRADES**

Webberville Secondary Schools has a standard grading procedure as well as additional notations that indicate work in process or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Students transferring into Webberville will receive credit for coursework that was credited to them at their previous school. Grade Point Averages are not transferred from previous schools.

The School uses the following grading system:

#### **Grading Scale**

94%-100% =	A =	4.00	77%-79% =	C+ =	2.33	60%-62% =	D- =	.67
90%-93% =	A- =	3.67	73%-76% =	C =	2.00	0%-59% =	E =	.00
87%-89% =	B+ =	3.33	70%-72% =	C- =	1.67		CR =	Credit
83%-86% =	B =	3.00	67%-69% =	D+ =	1.33		NC =	No Credit
80%-82% =	B- =	2.67	63%-66% =	D =	1.00		I =	Incomplete

### Grade Point Average

Semester final marks are computed as follows: 1<sup>st</sup> nine weeks = 40%, 2<sup>nd</sup> nine weeks = 40%, Final exam = 20% using the percentage grade. Current and cumulative Grade Point Averages are calculated on semester final marks only. Class rank is based upon cumulative Grade Point Average standing, and cumulative Grade Point Average standing is calculated using ninth, tenth, eleventh, and twelfth grade semester Grade Point Averages and will round out to the nearest 100<sup>th</sup>.

Example:	Algebra I	=	87%-89%	=	B+	=	3.33
	English 9	=	90%-93%	=	A-	=	3.67
	US History	=	77%-79%	=	C+	=	2.33
	Physical Science	=	70%-72%	=	C-	=	<u>1.67</u>
							11.00

Total points (11) divided by the number of courses (4) = semester Grade Point Average (2.75).

Advanced Placement (AP) and other advanced courses are weighted and receive an extra grade point because of their rigor and academic difficulty. These courses include Calculus, Physics, AP US History, AP Government, AP Economics, Chemistry II, Spanish IV, Anatomy and Physiology, and rigorous Advanced and AP courses including distance and dual enrollment courses with prior approval. Weighted courses will be designated with a W at the end of the course title..

Example:	Algebra I	=	87%-89%	B+	=	3.33
	English 11	=	90%-93%	A-	=	3.67
	AP Government	=	87%-89%	B+	=	<u>3.33 + 1.00 = 4.33 (weighted)</u>
						11.33

Total points (11.33) divided by the number of courses (3) = semester Grade Point Average(3.77)

Advanced placement students who take AP classes will receive weighted credit and have the opportunity to take the AP test for college credit at the completion of the class.

**A passing grade is determined by percentage. The minimum percentage required to pass a course is 60%.** Students receiving a “D-” are in jeopardy of failing the course. A “D-” represents a warning that something is wrong and without appropriate measures, there is likelihood that the student will fail. It is recommended that parents contact their child’s teacher if they receive a “D” or lower.

### Grading Periods

High school students will receive a progress report every Monday from Seminar teachers. Parents will be sent a progress report by mail every mid-quarter and a report card at the end of each marking period indicating their grades for each course. Middle school students will receive progress reports every Friday morning and will receive grade reports at the end of each nine-week term.

### Student Planners

All students will be provided with a student planner at the beginning of the year at no charge. The student planner will be used to track homework assignments and may provide a way for parents to stay in communication with their child’s teacher. All students are required to have their planners with them daily and will be required to replace lost planners at a cost of \$6.00.

## **PROMOTION, PLACEMENT, AND RETENTION**

Completing required coursework and earning the necessary credits determine a student’s progress toward graduation and receiving a diploma. It is the **student’s responsibility** to keep in contact with his/her counselor and

teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and the counselor is available to answer any questions.

The following number of earned credits determines the grade in which the student will be registered:

Freshman (0-6 cr.) Sophomore (6.5-12.5 cr.) Juniors (13-19 cr.) Seniors (19.5+cr.)

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

A student will complete graduation requirements in four years unless there are extenuating circumstances. In order to receive a diploma and graduate, a student will need to meet the school requirements and earn the total number of 26 credits. Course credit requirements include: English (4), mathematics (4), science (3), social studies (3), physical education (1/2), health (1/2), visual/performing arts (1).

## **GRADUATION INFORMATION**

### **Dress Code**

In order to participate in graduation ceremonies, students shall come appropriately dressed for this occasion. Girls shall wear dresses, skirts, or dress slacks, blouses and appropriate footwear. Boys shall wear slacks, sport shirts, and appropriate footwear. Shorts, swimsuits, tennis shoes, jeans, or other casual clothing is not permitted.

### **Participation**

A senior must have 25 credits to participate in graduation ceremonies.

### **Early Graduation**

Seniors, upon application, and with committee and administrative approval, may graduate at the end of the first term of their senior year according to provisions of early graduation in Board Policy 5464.

## **DUAL ENROLLMENT**

Any student in the 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in a post-secondary program while attending high school providing s/he meets the requirements established by law and the District. Any interested student should contact the counselor and should plan to take the ACT PLAN or PSAT in their sophomore year.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievement during the course of the year are recognized for their accomplishments. Student achievements made outside of the school should be brought to the administrations attention so that student can be recognized when appropriate. Areas that may merit recognition include, but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism.

### **Academic Letter Recipients**

High school students will be eligible for academic awards at the end of each semester in which they have acquired a Grade Point Average of 3.0 or better. Additional recognition will be given each term to students who have acquired a Grade Point Average of 3.5 - 4.0.

### **National Honor Society**

Membership in local chapters of the National Honor Society is an honor bestowed upon a student. No student has the right to be selected for membership. Each eligible student must apply for National Honor Society to be considered. Members from the sophomore, junior, and senior classes are chosen by majority vote of a five-person faculty council and is based on outstanding scholarship, character, leadership, and service. Students must have, and maintain, a minimum of 3.3 out of 4.0 Grade Point Average. The faculty council considers the uniqueness of each

student's character, leadership, and service when making its decision on membership. At no time will the faculty deliberations be discussed either in private or public. It should be noted that membership in NHS is neither guaranteed nor permanent. **A student can be dismissed from the chapter for falling below the organization's academic standards, violating school rules or the law, and/or failing to meet membership obligations.** The local chapter follows the dismissal procedures outlined by the National Honor Society of Secondary Schools.

### Honors Distinction

Students, who have excelled academically over a four year period, as indicated by their Grade Point Average, will obtain honors distinction and will receive honor cords representing their level of academic success.

### Honors Distinction for transfer students

If a transfer student of less than two years earns a Grade Point Average that ranks him/her in the top ten of the class, then he/she will be recognized in the top ten. However, a transfer student will not displace other students from their ranking in the class, but will be recognized at the same level, resulting in more than ten students in the top ten. These students may not be recognized in local papers that only allow ten students to be published. All transfer students must have completed at least four core courses to be eligible for recognition in the top ten. Valedictorian and Salutatorian recognition will be reserved for students who have completed at least two years at Webberville Secondary Schools.

### Athletic Awards

Each head coach, with the approval of the athletic director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach. Student athletes may also be recognized by the state through the scholar athlete program.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State Assessment Tests and graduation. Homework will not generally be used for disciplinary reasons, but to enhance the student's learning. Some teachers may require homework completion for eligibility to take tests. This policy is supported as long as it is in the course syllabus and/or is clearly communicated to parents and students.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and District policy. Unless exempted by an Individualized Education Plan, each student will be expected to take the appropriate State Assessment Test. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parental consent may need to be obtained. Webberville Secondary Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the guidance office.

## **CHEATING POLICY**

- A. First offense: "0" on the assignment/test in the class and parent notification.
- B. Second offense in same class: "0" on the assignment/test in the class, suspension and parent notification.

- C. Third offense in same class: “0” on the assignment/test in the class, multiple day suspension and parent notification.

### **EDUCATIONAL DEVELOPMENT PLAN (EDP’s)**

An Educational Development Plan (EDP), is a document that each student will be expected to create and maintain on an annual basis. This document allows students to list their academic and athletic achievements and their educational goals for the future. Students will update their EDPs each year in the spring. The seven components of an EDP are as follows:

1. Personal Data: students record personal information (i.e. name, birth date, and grade level)
2. Career Goals: students identify career goals.
3. Educational Goals/Training: students identify level of educational preparation they want to attain.
4. Career Assessment Highlights: students summarize the results of assessments, highlighting information relevant to making career decisions.
5. Career Awareness/Exploration and Work-Based Activities: students list activities in which they plan to participate to gain a better understanding of career options and characteristics.
6. Course Selection: students develop a sequential plan of courses that provide academic and career-related preparation relevant to the achievement of career goals and continuing education.
7. Parent Endorsement: parent/guardians should have the opportunity to review and endorse their child’s EDP.

### **SECTION III – STUDENT ACTIVITIES**

#### **SCHOOL AUTHORIZED CLUBS AND ACTIVITIES**

The School has many student groups that are authorized by the School. It is the District’s policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: Student Council, National Honor Society, National Junior Honor Society, SADD, Yearbook, Newspaper, Spanish Club, FFA, school musical, Library Club, Science Club, PALS, Spanish Club, Flag Corp, Quiz Bowl and the school play.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, etc. Any student is permitted to participate in extra-curricular activities as long as s/he meets the eligibility requirements.

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

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission may be obtained from the principal’s office. The application must verify that students are initiating the activity, that attendance is voluntary, and that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate. Any organization not sponsored by the school is prohibited from using the name of the school or school mascot.

#### **STUDENT EMPLOYMENT**

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to attending school, s/he should first make contact with the counselor to discuss any legal requirements and to obtain the needed documents. Work permits are issued by Webberville Community Schools, and can be obtained from the Secondary School office. Work permits may be withdrawn for attendance issues following the guidelines given by the State of Michigan.

## **SCHOOL PUBLICATION POLICY**

The school reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which are grossly prejudicial to an ethnic, religious, racial, or other delineated group; libel any specific person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view; advocate the use of or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students; contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them; incite violence; advocate the use of force; or urge the violation of law or school regulations.

The school also prohibits publications and productions which fail to identify the student or organization responsible for distribution or that solicits funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

## **POSTING PRIVILEGES**

Approval for posting privileges will be granted to individual students, recognized school sponsored organizations, and community groups whose activities are of benefit to the student body. In order for a sign to be posted it must be approved by the principal; otherwise it will be removed by the custodians. The organization or individual requesting the privileges shall assume the responsibility for removal of material. The school reserves the right to deny posting privileges and to remove posted material considered not in the best interest of the school.

## **SCHOOL DANCE POLICY**

School dances are held in the school cafeteria. Students planning to attend a school dance should be aware of the school dance policies which are intended to provide a safe and fun environment.

- School dances are limited to WHS students and their guests.
- WHS students may bring no more than one non-WHS student. The host student shall be responsible for the behavior of the guest. All guests must be registered with the office no later than the end of the school day on which the dance will be held or day before if the dance falls on a Saturday. Guest must be age appropriate.
- All school rules shall apply.
- Breaking, freaking, and slam dancing, or any inappropriate dancing will not be allowed.
- Students choosing to ignore any rules shall be asked to leave the dance.
- Only one person per chair will be permitted; sharing seats is not allowed.
- The music for the dance must not contain foul language or suggestive lyrics.
- Any chaperone at any time may dismiss any dance participant if they feel the guidelines have been broken. If this occurs a call will be made to the parents/guardian of those asked to leave the dance.
- Students should arrive at the dance within one hour of the dance starting time.
- Students leaving early for any reason may not re-enter the dance.

School parties, dances, and activities are sponsored by classes and organizations primarily to promote a wholesome social life. All school rules apply to all school parties, dances, and activities. Attendance at these activities is a privilege, not a right. All high school dances will end at or before 11:30 P.M. All middle school dances will end at or before 9:00 P.M. Attendance at such events may be prohibited for students with attendance and/or behavioral issues.

Middle school events are restricted to middle school students and high school events are restricted to high school students.

It is expected that a building use permit form for dances be turned in seven (7) days before the dance date. In order for a dance or activity to take place, the class or club holding the activity must secure sponsors consisting of three (3) teachers and two (2) parents.

## **ASSEMBLIES**

Student assemblies will be held in the gymnasium. All students are expected to follow assembly procedures and rules.

- Students shall show respect and courtesy to all speakers and performers.
- Students will sit in designated areas.
- Students should remain seated until the end of the assembly.
- Food and drinks are not allowed in the gymnasium.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

Attending school is both necessary and required by Michigan law. State law requires school attendance until the age of sixteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have legal proceedings instituted against their parents. Webberville Secondary Schools' attendance policy is designed to avoid these consequences.

The Board of Education, as an agency of the state, is required to enforce regular attendance of students. The Board recognizes that the student's presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. Regular attendance and classroom participation are necessary for students to excel. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present anywhere school is in session by authority of the Board.

Attendance is required of all District students, except those exempted under policy 5223 or by other provisions of State law, during the days and hours that the school is in session, or during the attendance sessions to which s/he has been assigned. The Administration requires, from the parent or guardian of each student, a phone call on the attendance line (521-3447) verifying his/her student's absence. Students who are living at home, including those who have reached majority age (18) are not allowed to excuse themselves. The Board reserves the right to verify such statements and to investigate the cause of each single absence or repeated unexplained absences or tardiness. The administration may report to local law enforcement or the Intermediate School District infractions of the law regarding attendance of students below the age of sixteen. Repeated infractions of Board policy requiring the attendance of enrolled students may result in a citation or court action. The Board considers the following factors to be reasonable excuses for time missed at school: (1) illness; (2) recovery from accident; (3) required court attendance; (4) professional appointments (though parents are encouraged to schedule their child's appointments with doctors/dentists during non-school hours); (5) death in the immediate family; (6) observation or celebration of a bona fide religious holiday; and (7) such other good causes may be acceptable to the superintendent or his/her designee.

The Board authorizes the Administration to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative education opportunities for truant students rather than to heighten the effects of absence through suspension.

#### **Attendance Requirements**

A 90% attendance rate is required in all classes for all students. Any student not in attendance 90% of the days the class is scheduled has failed to fulfill a class requirement and may not earn credit in the class. This means credit will be withheld upon the tenth day of absence from class. A student who is absent more than nine days (excluding

school-related absences) in a class during a semester must make up the hours on an hour-for-hour basis within a two-week period. If the student fails to do so, she/he will lose credit in that class. Excused absences count against the daily attendance requirement. If a class is missed for any reason, including a school-related activity or field trip, it is the student's responsibility to get and make up assigned work or tests. Middle School students will have to make up course time if their absences exceed nine days.

### **Extended Absences**

Extended absences which are beyond the student's control such as an accident, hospitalization, death in the immediate family, or severe illness, may be discounted from the total days absent if the following conditions are met: (1) the parent contacts the office at the beginning of the extended absence and provides verification upon request; (2) the student returns with a note from a doctor, when appropriate, stating the number of days it was necessary for the student to be absent.

### **Unexcused Absences/Skipping**

Any student who is absent from school for all or any part of the day without a parent excusing the absence shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. An unexcused absence will result in a detention. Repeatedly truant students are subject to suspension. Each time a student is unexcused she/he will be assigned a detention. Failure to serve a detention will result in an in-school or out-of-school suspension. Teachers are not required to allow make-up of tests, homework, or other assessments given or collected in a period for which a student's absence is not excused.

### **Notification of Absence**

If a student is going to be absent for all or part of the school day, a parent or guardian must contact the school (521-3447 Ext. 324) by 7:30 A.M. and provide an explanation for the absence. Absences not excused by parents within 24 hours of the student's absence will be considered an unexcused absence, resulting in a detention. Voicemail has been provided to record attendance information when the office is not open. Parents are required to contact the attendance office in the event of a prolonged absence so that books/assignments may be sent home. Absences from regular classes on the day of an athletic contest or practice, or band/choir activity, will disqualify the player from that activity. School related absences are exempt.

### **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, he/she is to report to his/her assigned location. The teacher will assign a tardy if the student arrives within 10 minutes of the start of class. Students arriving to class more than 10 minutes late for his or her class receive an unexcused absence.

Students will be considered tardy upon entering the classroom after the start time of each class. After the third tardy (total) during the 9-week marking period, the student will serve a lunch detention, and one for each additional tardy. Habitual offenses can and will result in escalated consequences.

### **Closed Campus/Leaving School Building and Grounds**

All students, including adult and legally emancipated students, must receive administrative permission to leave the building. No student under the age of 18 is permitted to leave campus without permission from a properly identified custodial parent/guardian. Each student must sign out before leaving. This will be validated by office personnel's initials. **Failure to sign out, or invalid sign-outs, are unexcused absences.** The Webberville Secondary Schools has adopted a closed campus policy for the safety of the student body. Students are not allowed to be in the parking lot at any time during the school day without permission. Failure to abide by these guidelines will result in disciplinary action.

### **Make-Up Tests and Other School Work**

Students who are absent/excused from school or who have been suspended shall be given the opportunity to make up work that has been missed. It is the student's responsibility to consult with their teachers upon his or her return

to obtain assignments. For excused absences, the student will have the same number of class days absent in which to make up their homework. If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a standardized test, the student should consult with the counselor to arrange for taking the test.

## **FOR THE COMMON GOOD**

Conduct that supports the educational process is encouraged and supported. Any action, conduct, or attitude that is disruptive to the orderly conduct of the school routine, tends to impede the learning process, or adversely affects the safety, health, and welfare of any student, shall be considered grounds for disciplinary action.

## **CODE OF CONDUCT**

A major component of the educational program at Webberville Secondary Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to abide by national, state, and local laws, as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

- (1) Student clothing should be neat and clean.
  - (2) Student clothing should protect the health of the student.
  - (3) Clothing that will damage school property such as cleats, wallet chains, or rivets must not be worn.
  - (4) Student dress that is likely to be sensational or distracting to the educational process will not be allowed.
  - (5) Pants with holes - - patched or otherwise - - above the knee are prohibited.
  - (6) Hats and bandanas are not to be worn in the school. If they are worn inside the school, they will be confiscated.
  - (7) No clothing may be worn that advertises cigarettes, alcohol, drugs, or has any sexual implications.
  - (8) No clothing may be worn that identifies gang affiliation or may be worn in a manner that identifies gang affiliation.
  - (9) No coats or jackets may be worn in school. (coats and jackets must be kept in student lockers)
  - (10) Student clothing is expected to be modest. The following clothing and accessories are not permitted: tank tops, tops that expose the midriff, backless tops with strings, halter tops, tube tops, low cut blouses, muscle shirts, short shorts or skirts (must pass the finger tips), exposed undergarments, lounge pants, pajamas and/or slippers, and studded jewelry. All shirts must cover the shoulders and stomach.
- (10) Shoes must be worn at all times in school.

If a student is wearing inappropriate clothing, a parent/guardian will be called to bring proper clothing for the student to wear. Repeated infractions or gross violations will result in disciplinary action.

### **Care of Property**

Students are responsible for their personal property. When leaving items in the locker rooms, students must lock up their belongings. Locks can be obtained from the PE teacher or from the Athletic Director.

### **Computer Use Guidelines**

1. No personal programs, including games, are to be stored on school computers.
2. No deleting of files other than your own.
3. All data should be saved to USB, CD-ROM, DVD, floppy disk or to your account on the fileserver.
4. Do not use another person's fileserver account.
5. Use of email, instant messaging, Internet game sites, music sites, and chat rooms for personal reasons is prohibited.

Unless permission is given personally by the student's teacher for school assignments, students violating this policy will be removed from the computer, and may be assigned a detention. Students who continue to misuse the computer may lose computer privileges altogether.

## **INTERNET USER AGREEMENT**

### **Student Acceptable Use of Technology Policy**

**Revised 2006**

Webberville Community Schools acquires and makes available certain materials, in the category of technology hardware and software, to aid the effective conduct of teaching, learning and non-instructional operations. These technologies are acquired with the understanding that they contribute access to information, methods of presentation, and communication. Staff and students as well as interested persons outside the Webberville Community Schools recognize that these technologies are a productive means of carrying out the mission and instructional goals of the Webberville Community Schools.

The uses of technology carry with them certain responsibilities. Technology uses should be consistent with the tasks to which they are assigned. *Technology* is defined as including, but not limited to, electronic media, hardware, software, services [Internet, Phone] and equipment owned or leased by Webberville Community Schools.

### **Disclaimer:**

Webberville Community Schools makes no warranty of any kind, whether expressed or implied, for the service it is providing. Access to people all over the world, via the computer brings with it an availability of material that may not be considered educationally valuable. It is impossible to control access to all material, but WCS will make every effort to block access to inappropriate material. We firmly believe that the availability of valuable information and the potential for interaction on the Internet far outweigh the possibility that users may be exposed to material not consistent with the educational goals of the Webberville Community Schools. As with all educational materials, teachers will do their best to supervise student access while under their instruction. Webberville Community Schools will not be liable for damages or injuries resulting in violations of the Acceptable Use Policy or any misuse of technology.

### **Technology Usage Guidelines**

#### **Hardware/Software:**

In general, users have the conditional right to make use of authorized technology found on school grounds in order to facilitate personal academic growth and greater understanding of the utilization of technology.

Only software purchased by Webberville Community Schools or software purchased by staff but approved by the WCS Technology Department may be stored or installed on district hardware. No software may be downloaded from the Internet via browser, file sharing application, etc. without the permission of the WCS technology department. **The installation of software by students is strictly prohibited.**

No personal programs, including games, are to be stored locally or on centralized district file servers. Students are to save files created for academic purposes to portable media or to their file server account.

Only hardware approved by Webberville Community Schools may be attached to the district network.

It is the user's responsibility to ensure that district equipment and software are not destroyed, modified, or abused in any way.

District hardware and software may not be moved to other locations within the district, or removed from the district unless authorized by the WCS Technology Department.

#### Internet Access:

The purpose of the Internet access provided by Webberville Community Schools is to promote and enhance the educational environment. Student use of the Internet must be consistent with the educational objectives of Webberville Community Schools. Transmission of any material in violation of any U.S. or State regulation is strictly prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, and pornographic images. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Building administrators will determine what appropriate use is and their decision is final. Also, the building administrator may close any account at any time, as required. The administration, faculty, and staff of Webberville Community Schools may request the system administrator deny, revoke, or suspend specific user accounts. Students who violate the acceptable use policy for internet access may also receive school discipline.

#### Network Access:

Each student has been granted access to the WCS network. Network access is controlled through rights assigned to user names. Students cannot for any reason share their username or password with any other WCS user. Students may not attempt to represent themselves as other users, or steal login information [user name and password].

WCS file server accounts are not private, and may be monitored for inappropriate use.

The storage of executable files on network servers is strictly forbidden. The storage of media files including movies, music, and images for non-academic purposes is strictly forbidden. Storage of media files for academic purposes is allowed with permission of the Technology Department. The decision regarding the size of user file server accounts resides with the WCS Technology Department, and may change at any time.

The storage of executable files and/or media files for non-academic purposes in compressed folders containing any of the following aforementioned file types is strictly forbidden.

#### Electronic Communication:

Student use of e-mail, chat rooms, and instant messaging is not acceptable, unless approved by a teacher to support a curricular objective. The transmission of network messages to any other user is strictly forbidden.

#### **Disciplinary Action for Violation of Acceptable Use Policy:**

The guidelines within this document are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.

Violation of the Webberville Community Schools Acceptable Use Policy may result in suspended computer privileges, school discipline, and monetary reimbursement. The need to replace or repair files that a student maliciously damages will result in suspended computer rights and fees.

Students attempting to bypass the Internet filter or user controls will be subject to disciplinary consequences including restriction of computer use and suspension. Attempts to hack into the network, disrupt the network, or harm computer software or hardware are grounds for immediate suspension.

Disciplinary actions are based on the disciplinary procedures of Webberville Community Schools. Possible disciplinary actions include but are not limited to the following:

- Student conference or reprimand.
- Parent contact.
- Behavioral contract.
- Full financial restitution.
- Denial of participation in class and/or school activities.
- Ban from using all computer equipment for a period of time as determined by building administration.
- Saturday School.
- In-school and/or out-of-school suspension.
- Removal from a course resulting in loss of credit.
- Expulsion.

## **DISCIPLINE**

It is important to remember that the School rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the discipline match the severity of the incident.

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents notice. The student or his/her parents are responsible for transportation. Students are to bring enough homework for the duration of this period.

- Students are required to have course work with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students are not allowed to sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed during In-School Suspension.

### Lunch Detention

Each student shall arrive with sufficient educational materials to be busy when they have finished their lunch. A student missing any portion of his/her assigned time in Lunch Detention may be assigned additional consequences. Failure to be in attendance may result in a meeting with parents before coming back to school. All detention/in-school rules apply.

### In-School Suspension

In-School Suspension will be in session from 8:00 a.m. to 3:00 p.m. Assigned students shall arrive with sufficient educational materials to be busy during the entire class day. The students will receive two five-minute breaks and a twenty-minute lunch period. Any In-School Suspension will be in accordance with district guidelines on suspension and expulsion.

#### Out-of-School Suspension

Students who receive Out-of-School Suspension can be removed for a portion of a day or up to 10 days for violations of School disciplinary policies. Out of school suspension for less than 1 day are not subject to the appeals process.

#### Long-Term Suspension

Exclusion of a student for more than ten days is considered a long-term suspension.

### **EXPLANATION OF TERMS APPLYING TO STUDENT DISCIPLINE CODE**

Students referred to the office should report directly to the office staff, be seated, and remain quietly seated until an administrator can talk with him or her.

1. *Use of drugs:* The use of illicit drugs and the unlawful possession or abuse of alcohol is illegal and harmful. The school has a “Drug Free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity including during transportation. This means that any activity – possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, inappropriately used prescription drugs, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, etc. Violations of this rule will result in a minimum 5-day suspension up to expulsion and contact with law enforcement agencies.
2. *Smoking/Tobacco:* Possession or use of tobacco in any form on school grounds or school-sponsored events will result in suspension.
3. *Student disorder/demonstration:* Students will not be denied their rights to freedom of expression, but the expression may not infringe upon the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact an administrator to discuss the proper way to plan such an activity. All student petitions or demonstrations should be conducted through the student council. Students who cause, attempt to cause, or disrupt the educational process may be subject to suspension or expulsion.
4. *Possession of a weapon:* A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to; padlocks, pens, chairs, jewelry, etc. Violation of this rule will result in expulsion and notification to law enforcement agencies.
5. *Use of an object as a weapon:* Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. Violation of this rule will result in either long-term suspension or expulsion and notification to law enforcement agencies.
6. *Purposely setting a fire (arson):* Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this rule will result in expulsion and notification to law enforcement agencies.
7. *Physically assaulting a staff member/student/person associated with the District:* Physical assault of a staff member will result in expulsion and charges being filed. Physical assault of a student or other person may result in charges being filed and suspension or expulsion. The School has jurisdiction during the school

day, at school activities, on school grounds, and when students are en route to and from school. Students fighting in school, at school activities, or on school property will be suspended. Students are disciplined based on their involvement.

8. *Verbally threatening a staff member/student/person associated with the District:* Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered an assault as will profanity directed toward a staff member in a threatening tone. Letters, pictures, or e-mails containing vulgarity, profanity, or threats will also be a violation of this policy. Electronic communications containing threatening content are also inappropriate and prohibited under this policy. Violations of this rule will result in suspension or expulsion.
9. *Extortion:* Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
10. *Gambling:* Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
11. *Falsification of schoolwork, identification, forgery or plagiarism:* Forgery of passes is unacceptable. Use of another student's documents, electronic or hard copies, is a violation of this policy. Plagiarism, or using another's material, without giving credit to the source, is not acceptable. Violation of this rule will result in failing the assignment, possibly failing the course, and possible detention or suspension.
12. *False alarms and false reports:* A false emergency alarm or report endangers the emergency teams responding to the call, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
13. *Explosives:* Explosives, fireworks, and chemical-action objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in suspension or expulsion and may be referred to law enforcement agencies.
14. *Trespassing:* Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the administrator. Violations of this rule will result in additional suspension or expulsion, law enforcement action, and possible legal consequences. During the suspension or expulsion period the student is neither allowed to participate in nor attend any school district sponsored activities.
15. *Theft:* When a student is caught stealing property belonging to the school or an individual, s/he will be disciplined and may be reported to law enforcement officials. Violations of this rule will result in suspension or expulsion. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the office.
16. *Disobedience:* School staff is acting "in loco parentis", which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable directive by a staff member, the student is expected to comply. Violations of this rule can result in suspension or expulsion.

17. *Damaging property:* Vandalism and disregard for school property will not be tolerated. Violations will result in suspension or expulsion, and restitution must be paid.
18. *Persistent absence or tardiness:* Attendance laws require students to be in school all day or to have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Violations of this rule could lead to suspension or expulsion from school (refer to attendance and tardy policies).
19. *Unauthorized use of school or private property:* Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.
20. *Refusing to accept discipline:* The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in more severe consequences such as suspension or expulsion.
21. *Aiding or abetting violation of school rules:* If a student assists another student in violating any school rules, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
22. *Displays of affection:* Students demonstrating affection toward each other is personal and not appropriate in school. This includes: kissing, or any other contact that may be considered sexual in nature. Such behavior may result in contact with a parent or guardian, suspension, or possible expulsion.
23. *Possession of electronic equipment:* The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, boom boxes, portable televisions, pagers, etc. without the permission of an administrator. Laser pointers will be considered a violation of this rule and may result in detention or suspension. The school staff will confiscate laser pointers. Cellular phones may be brought to school. Once in school, the cellular phones will be turned off and stored out of sight. If electronic equipment is seen, it will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.
24. *Violation of individual school/classroom rules:* Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Violations of school or classroom rules could result in suspension or expulsion.
25. *Violation of bus rules:* Please refer to “Section V – transportation” for bus rules.
26. *Disruption of the educational process:* Any action and or manner of dress that interferes with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of classes, assemblies, field trips, athletic, and performing arts events. Violations of this rule could result in exclusion from the activity and suspension or expulsion.
27. *Persistent disobedience:* The repeated refusal to obey school rules and regulations. This will result in parent contact, suspension or expulsion, also possible legal action.
28. *Gross Misbehavior:* Misbehavior - misconduct exceeding reasonable limits. This will result in parent contact, suspension, possible expulsion, and/or possible legal action.
29. *Profanity/vulgarity:* Inappropriate language is not acceptable. Violations of this rule could result in detention, suspension, or expulsion.

30. *False Accusations:* Students making false accusations or false reports are subject to detention, suspension and/or expulsion.
31. *Reckless Driving:* Speeding, burnouts, power sliding, turfing, and other forms of reckless driving are strictly prohibited. Violation will result in loss of driving privileges, and possible detention and /or suspension.
32. *Areas off limits:* Students are not allowed to be in the gymnasium, weight room or classrooms unless they are under the supervision of a teacher or coach. **Under no circumstances are students to climb the closed bleachers.**

## HARASSMENT

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students, employees, Board members, parents, guests, contractors, vendors, volunteers, and any other person in the school environment. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This includes harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability. The policy is not limited to these legal categories and includes any harassment that negatively impacts students.

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

### Sexual Harassment

- A. Verbal: Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
- C. Physical: Threatened, attempted, or actual unwanted bodily contact, including but not limited to, patting, pinching, pushing the body, or coerced sexual intercourse.

### Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person’s gender, national origin, religious beliefs, etc. or conducting a “campaign of silence” toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- C. Physical: Any intimidating or disparaging action directed at another person.

Any student who believes that s/he is the victim of any of the above actions or have observed such actions taken by another student, staff member, or other person associated with the District, should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student’s principal, the affected student should, as soon as possible after the incident, contact the principal.

- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student must submit a report in writing and sign it. If the report is made in person or by telephone, the student must follow up with a signed report within two school days. The reporting student should provide the name of the person(s) s/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Discipline may include expulsion, suspension, verbal or written warning, in-school suspension, restriction of privileges (extra and/or co-curricular).

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

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

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, the following must be observed:

### *Suspension from School*

When a student is being considered for a suspension of one to ten days, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parent/guardian will be notified within one day, if possible, of the reason for and the length of the suspension. The suspension may be appealed within ten days after receipt of the suspension notice to the principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn recorded testimony shall be given.

When a student is suspended, s/he is allowed to make up work missed while on suspension and receive credit. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that they choose not to make up will be reflected in the grades earned. Students who are suspended are not allowed to attend any school functions on or off school campus. A student being considered for suspension for more than ten days will be given due process as described in the expulsion section below.

### *Expulsion from School*

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain the charge and related evidence, the time and place of the Board meeting, the length of the recommended expulsion, a brief description of the hearing procedure, a statement that the student may bring parents, guardians, or counsel, a statement that the student may give testimony, present evidence, and provide

a defense, a list of witnesses, and a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the administration during which the statement may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Within ten days after notification of expulsion, the expulsion can be appealed in writing to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. A student may engage the right to representation at any point in the process. All opportunity to earn credit ends when a student's expulsion is finalized.

Webberville Secondary Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school.

### **SEARCH and SEIZURE**

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right to hold items that have been confiscated. These items could include, but are not limited to, electronic equipment such as pagers, cell phone, MP3 players, and jump drives.

### **ZERO TOLERANCE TOWARD GANGS**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or are disruptive to the school environment are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **SECTION V - TRANSPORTATION**

#### **Bus Transportation to School**

The School provides bus transportation as a service to eligible students. The bus schedule and route is available by contacting the Transportation Director at 521-3422 Ext. 107.

#### **Bus Conduct**

Students who are riding to and from school on transportation provided by the School are required to follow basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

#### **Prior to loading (on the road at school)**

Each student shall be on time at the designated loading zone five minutes prior to the scheduled stop; stay off the road at all times while walking to and waiting for the bus; line up single file off the roadway to enter; wait until the bus is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe; and go immediately to a seat and be seated.

### During the trip

Each student shall remain seated while the bus is in motion; keep head, hands, arms, and legs inside the bus at all times; do not litter in the bus or throw anything from the bus; keep books, packages, and all other objects out of the aisle; be courteous to the driver and to other bus riders; do not eat or play games, cards, etc. and; do not tamper with the bus or any of its equipment.

### Leaving the bus

Each student shall remain seated until the bus has stopped; cross the road, when necessary, at least 10 feet in front of the bus but only after the driver has signaled that it is safe and; be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from the transportation department. Notes to the bus driver are not acceptable. School buses cannot provide transportation to a friend's home or to work.

### Discipline Procedures for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

The routes and bus stops are such that they provide safe and economical operation. No student is allowed to conduct him/herself in any manner that jeopardizes the safe operation of the bus. Any distraction or disturbance which draws the driver's attention from the road could result in an accident causing injury or possible death to other students. Thoughtless actions by students can cause accidents. The driver's authority on the bus is absolute. Thus, disturbance on buses will be handled according to the severity of the act and the age of the student and may result in suspension of the privilege of riding the bus. Disturbances may result in any of the following:

FIRST VIOLATION - Disciplinary slip sent to parent. Student contacted by administration.

SECOND VIOLATION – Three (3) day suspension of riding privileges. Written notice sent to parent.

THIRD VIOLATION – Five (5) day suspension of riding privileges. Conference with parent, student, principal and bus driver prior to reinstatement of bus riding privileges.

FOURTH VIOLATION – Riding privileges suspended for two (2) weeks. A conference with parent is necessary before reinstatement on the bus.

FIFTH VIOLATION - Riding privileges may be suspended for the remainder of the school year. A parent conference with the Superintendent of Schools will be necessary to determine the final resolution of the violation.

NOTE: Severe cases of discipline, malicious destruction of property, fighting, smoking, disrespect of the bus driver, etc. may result in immediate suspension from school.

Driving on school grounds is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School. The following rules will apply: The parking lot speed is 5 miles per hour. Students are not allowed in their cars during the school day including lunch hours. No student will be allowed to drive during the school day without special permission.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student. *First offense* – One-month suspension of driving privileges. *Second offense* – driving suspension for the remainder of the school year. Driving privileges can also be revoked for attendance issues, particularly truancy and tardiness resulting from the student's driving privileges.

When the School provides transportation, students shall not drive to school sponsored activities unless written permission is granted by their parents and approved by the coach or administration. Students are not allowed to

transport other students during the school day for school related activities or after school hours for a school activity in which they will participate.

**SECTION VI – MISCELLANEOUS**

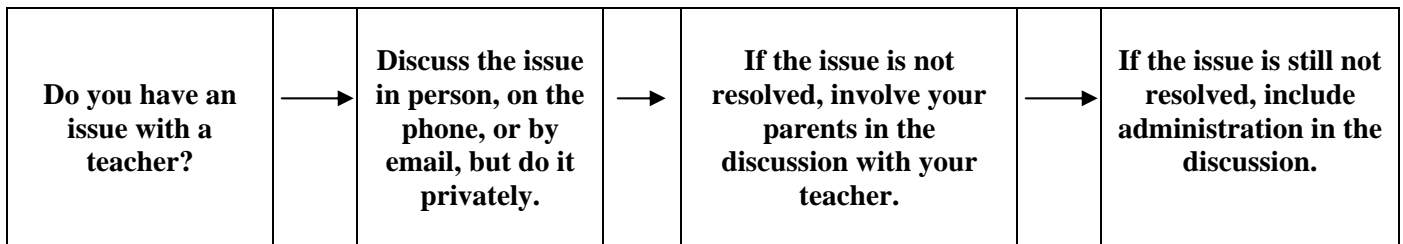
**SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school, or school-approved vehicles, or any school-related event. Drugs include any alcoholic beverages, anabolic steroid, or dangerous controlled substance as defined by State or Federal statute, or substance that could be considered a “look alike” 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 handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

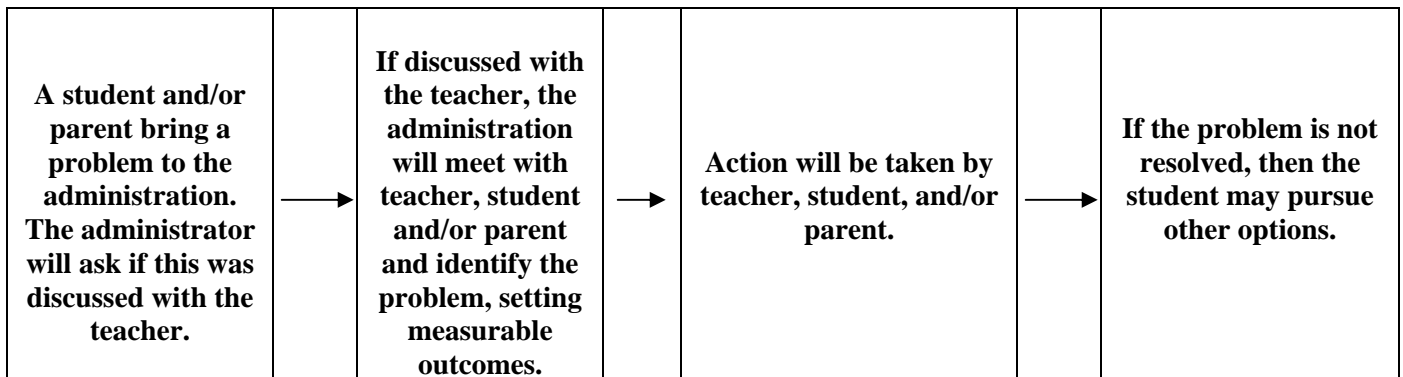
The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the administration whenever such help is needed.

**CHAIN OF COMMUNICATION**

**FOR THE STUDENT**



**ADMINISTRATION INTERVENTION WITH STUDENT AND PARENT**



## STUDENT REFERENCES FREQUENTLY USED WRITING TERMS

Discuss:

- Examine a subject completely
- Talk about its most important parts or main ideas
- Include what you already know
- Use comparisons and/or contrasts
- Give details
- Use examples

Describe:

- Give a detailed view or picture of something
- Using adjectives draw a picture with words
- Use examples (can be real or sensory)
- Tell about the parts: who, what, when, where

Prior Knowledge

- What do you already know about this topic?

Contrast:

- Show how things are different

Compare:

- Show how things are alike or similar

Identify:

- Make a list
- Name

Predict:

- Tell what MIGHT or COULD happen
- Base your response on what you know (fact that you have)
- Give LOGICAL outcome

Justify-Persuade-Support: (to show or prove to be right)

- What are your reasons?
- Back up your reasons
- Give proof (evidence)
- Use facts and knowledge of the topic
- Tell why or why not

Illustrate-Show-Demonstrate:

- Support a point by giving examples
- Use appropriate vocabulary (vocab. That applies to the topic)

Explain-Give-Provide:

- Make something plain or clear
- Give reasons for something being the way it is (the “why”)
- Give causes for something being the way it is
- Provide facts

## CHARACTER EDUCATION TRAITS

### **September-October: Respect. Treating others the way you would like to be treated.**

Showing respect for *others* means:

- Using courteous language
- Behaving appropriately in class
- Returning what you borrow in good condition
- Listening without interrupting.

Showing respect for *yourself* means:

- Working hard at school
- Setting goals for your life and working toward them
- Taking care of your body
- Not listening to people who put you down

*“There is no happiness for people at the expense of other people.”* Anwar El-Sadat

### **November-December: Responsibility. Doing what you should without anyone having to tell you what to do.**

Being responsible means:

- Doing what you say you will do
- Watching for tasks that need to be done and doing them
- Performing your chores without reminders
- Taking care of the things that belong to you

Show responsibility at school by:

- Working hard and doing your best in every class
- Being where you are supposed to be when you are supposed to be there
- Following the school rules
- Doing your share of group projects
- Turning in homework on time

*“In a world where there is so much to be done, I felt strongly impressed that there must be something for me to do.”*  
Dorthea Dix

### **January-February: Honesty. Telling the truth in words and actions all of the time, even when it is difficult.**

Why should you be honest?

- To build a good reputation
- To gain trust from those around you
- To be at ease with yourself
- To avoid trouble
- It's the right thing to do

You practice honesty when you:

- Do your own homework instead of copying
- Work for what you want instead of stealing
- Tell the whole truth rather than altering it to make you look good
- Correct a sales clerk who gives you too much change

*“Rather than love, than money, than fame, give me truth.”* Henry David Thoreau

### **March-April: Cooperation. The ability to work with others to complete a task.**

You are cooperative when you:

- Do your share of group projects
- Have a good attitude about homework
- Pay attention in class
- Avoid complaining about household chores

A cooperative person:

- Decides to be positive rather than negative

- Looks for something good about every situation
- Understands that life is not always fair

*Great discoveries and improvements invariably involve the cooperation of many minds.*” Alexander Graham Bell.

**May-June: Self-Discipline. Being able to control or improve one’s behavior.**

Being a self-disciplined person means:

- Finding discipline within yourself, not just outside yourself
- Holding yourself accountable for meeting commitments
- Setting goals and working toward them regularly
- Getting rid of habits that don’t help you

Show your motivation:

- Have clear goals for each week, each year, and your life
- Take small steps every day toward your long-term goals
- Turn in your homework and do your chores on time

## MLA WORKS CITED SAMPLES

For a complete list of samples, see the *Writers Inc.* handbooks or visit [www.mla.org](http://www.mla.org).

### A. For a typical book or pamphlet:

Crane, Stephen. *The Red Badge of Courage*. New York: Bantam Books, 1992.

### B. For a book with two or three authors;

Miller, Kenton, and Laura Tangley. *Trees of Life: Saving Tropical Forests and Their Biological Wealth*. Boston: Routledge, 1991.

### C. For a work in an anthology:

Bambara, Toni Cade. "My Man Bovanne." *Breaking Ice: An Anthology of Contemporary Afro-American Fiction*. Ed. Terry McMillan. New York: Penguin, 1990. 33-38.

### D. For a newspaper or magazine article:

Fuerbringer, Jonathan. "Budgetary Rhythms." *New York Times*. 20 March 1987: A5.

### E. For an interview you conducted:

Pei, I.M. Personal Interview. 17 July 1996.

### F. For a recording:

Handel, George Frederick; *Messiah*. Cond. Charles Mackerras. English Chamber Orchestra and the Ambrosian Singers. Angel, R 67-2682, 1967.

### G. For a videotape:

*It's a Wonderful Life*. Videocassette, Dir. Frank Capra. With James Stewart, Donna Reed, Lionel Barrymore and Thomas Mitchell. RKO, 1946.

### H. For a television program:

"An Interview with Elton John." Barbara Walters Special. ABC. WISN, Milwaukee. 21 March 1994.

### I. For the Internet (World Wide Web):

"Nouns and Pronouns." Portuguese Language Page. University of Chicago. 1 May 1997  
<<http://humanities.uchicago.edu/romance/port/>>.

**WEBBERVILLE COMMUNITY SCHOOLS  
2009-2010 ATHLETE-PARENT HANDBOOK**



**WEBBERVILLE COMMUNITY SCHOOLS ATHLETIC PROGRAM**

**Men's Programs**

Football  
Basketball  
Wrestling  
Baseball  
Track and Field

**Women's Programs**

Basketball  
Cheerleading  
Volleyball  
Softball  
Track and Field

The Webberville Community Schools Athletic Handbook has been written as a guide for athletes, parents and guardians. The staff of coaches and the athletic administration is dedicated to providing a quality experience for all student athletes. Student welfare and safety are our top priority as athletes enter the arena of competition.

## ATHLETIC PHILOSOPHY

The interscholastic athletic program at Webberville Community Schools is a vital and integral part of the total education program. The goal of the athletic program is to:

- Build character in youth by teaching the meaning of commitment, loyalty, and sacrifice;
- Develop healthy attitudes about winning and losing;
- Foster positive interpersonal relationships among teammates and competitors.

## MISSION STATEMENT

The role of interscholastic athletics at Webberville Community Schools is to provide educational experiences within the framework of competitive athletics. By focusing on educational outcomes and student learning, athletics provide avenues for physical, emotional, social and intellectual growth.

## WEBBERVILLE COMMUNITY SCHOOLS ATHLETIC DEPARTMENT OBJECTIVES

1. To provide a positive image of school activities at Webberville Community Schools.
2. To provide students with opportunities for physical, intellectual, emotional and social development.
3. To experience team play along with loyalty, cooperation and fair play.
4. To create a desire to excel.
5. To practice self-discipline and emotional maturity while learning to make decisions under pressure.
6. To develop an understanding of the value of extracurricular activities in a balanced educational experience.
7. To demonstrate good sportsmanship at all times.
8. To develop leadership qualities and skills.

This handbook has been developed to assist you at Webberville Community Schools. Please read through it carefully so that you are familiar with the guidelines and expectations. If you have questions or need further information, please contact the athletic director.

## MHSAA ESSENTIAL ELIGIBILITY REQUIREMENTS

- **Enrollment** - Students must be enrolled in school prior to the fourth Friday after Labor Day (1<sup>st</sup> semester) or the fourth Friday of February (2<sup>nd</sup> semester). The student must be enrolled in the school for which he or she competes.
- **Age** - A student is ineligible to participate if he or she reaches age nineteen before September 1<sup>st</sup> of the current school year.
- **Physical Examination** - A physician's statement certifying that the student is physically able to compete in athletic practices and contests must be on file for the current school year. This is interpreted as a physical examination given after April 15<sup>th</sup> of the previous school year.
- **Semesters of Enrollment** - A student cannot be eligible for more than eight semesters, with the seventh and eighth semesters being consecutive.
- **Semesters of Competition** - A student is allowed four first semesters and four second semesters of competition.
- **Undergraduate Standing** - A student who is a graduate of a regular four-year high school is not eligible for interscholastic athletics.

- **Previous Semester Record** - A student will not be allowed to compete in any athletic contest during any semester who does not have to his or her credit at least twenty credit hours of work for the last semester during which he or she shall have been enrolled in grades 9 to 12, inclusive. A student entering the 9<sup>th</sup> grade for the first time, except those who had eligibility advanced, may compete without reference to his or her record in the 8<sup>th</sup> grade.
- **Current Semester Record** - Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least twenty credit hours when checked, that student is ineligible for competition until the next check. Please refer to Webberville Community Schools' eligibility rules for more information.
- **Transfer Students** - A student enrolled in grades 9-12 who transfers to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one full semester unless he or she qualifies for immediate eligibility under one or more of thirteen published exceptions.
- **Awards** - A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a value or cost in excess of \$25.00. Awards for athletic participation in the form of cash, merchandise, certificates or any other type of negotiable documents are never allowed. A violation of this rule may lead to ineligibility.
- **Amateur Status** - After once representing a MHSAA member school in competition in any sport, a student shall not be eligible to represent his or her school if that student (1) receives money or other valuable consideration from any source for participating in athletics, sports or games; (2) receives money or other valuable consideration for officiating in interscholastic athletic contests; or (3) signs a professional athletic contract.
- **Limited Team Membership** - After practicing with or participating with high school teams, a student cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season.
- **Undue Influence** - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of one semester.
- **All-Star Competition** - Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

### **MHSAA ATHLETIC CODE FOR ATHLETES**

1. Know and adhere to the athletic code of the school.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during and after contests.

## WEBBERVILLE COMMUNITY SCHOOLS ELIGIBILITY RULES

To be eligible to participate in athletics at Webberville, a student must meet the following standards:

1. The student must have passed two-thirds of his or her classes the previous semester. **Any student not meeting this requirement is ineligible for the semester.**
2. The student must be passing at least two-thirds of all current classes to be eligible.
3. Grade checks will be performed weekly throughout the year.

### DUAL PARTICIPATION

In some instances, a student-athlete may play two sports in the same season. Priority for practices, games, and playoff games are given by Attachment 1. For this to happen, the following criteria must be met:

1. Both coaches must agree.
2. The student-athlete must be able to help both teams.
3. The student-athlete must designate one sport as a primary sport. In the event that a conflict arises that is not resolved by Attachment 1, the student-athlete will participate with the primary sport.
4. Sports must be compatible in some way.

### ATHLETIC TRAINING RULES

As representatives of Webberville Community Schools, athletes are expected to conduct themselves in an exemplary manner at all times. This standard applies to both school and community activities. Schools and communities are judged by the actions and behavior of their students, and in particular, their athletes. It is a privilege to compete in athletics and our athletes must subscribe to certain rules and regulations. These rules and regulations have been instituted for the betterment of the athlete. Athletes are required to follow all MHSAA, athletic league and Webberville Middle/High School rules and regulations. Not following these rules could result in suspension or dismissal from a team. Each athlete, therefore, is expected to follow the training rules which specifically prohibit:

1. The use or possession of intoxicating beverages, and/or being under the influence thereof.
2. The use or possession of tobacco or tobacco products in any form.
3. The use or possession of narcotics and/or drugs unless medically prescribed.
4. All socially unacceptable behavior that detracts from the athletic program and tends to bring discredit upon the team, the school or the individual specifically cited as "conduct unbecoming an athlete" at Webberville High School. This would include suspension from school and/or misdemeanor/felony acts/convictions occurring on or off school premises.
5. Forgery of any type.
6. Hazing of any type.
7. Use of profane language and/or gestures.

All previous violations are null and void at the point in time when a middle school athlete comes to the high school. For the purpose of compiling offenses, every athlete begins his or her high school experience with a clean record. The training rules cited above will be enforced during the entire calendar year. Once the training rules are signed, they remain in effect the entire athletic career of the athlete and are subject to change on an annual basis.

#### Discipline for Training Rule Violations:

- **First Violation** – The student-athlete will be suspended one-third of the present sports season. If the student-athlete is not involved in a sport at the time of the incident, the penalty will be served in the next sport participated in by the student-athlete. Game time will be rounded to the nearest whole game.

- **Second Violation** – The student-athlete will be removed from participation in the present athletic season. If the student is not participating in a sport at the time of the incident, the penalty will be applied in the next sport participated in by the student-athlete.
- **Third Violation** – The student-athlete will be removed from competition at Webberville High School for one full year. The student may petition the Athletic Director for reinstatement after the one-year time period is completed.

The head coach for each individual sport may assign additional penalties at the coach's discretion. In all cases, the athlete must be able to perform in the penalized contests. For example, if the student-athlete were injured or academically suspended, the penalty for breaking training rules would be applied after the student-athlete was able to return to competition.

For the first violation, the suspended athlete must attend all practices and contests for which he or she is suspended and must be seated on the team bench, but not in uniform. Penalties may carry over into MHSAA tournaments. In the case of not being able to meet the penalty requirement for a violation, the rest of the requirement will be fulfilled in the next sport in which he or she competes. This includes carrying the penalty over to the next school year. Violations will be cumulative during the high school career of the athlete. Any suspension from school will result in suspension from the team until the athlete becomes eligible to attend school again. This includes practices and games.

**Appeal Process:** A student may appeal the circumstances of the alleged violation. This appeal shall be presented in writing to the athletic director within five school days of the notice of violation. Students may only appeal the determination of the facts relative to guilt or innocence. Students may not appeal the length of penalty.

## SCHOOL ATTENDANCE

1. **Athletes are required to be in school the entire school day to be eligible for practices or games.** Exceptions must have approval from the principal or athletic director.
2. Arriving back late from a school related trip is not a reason to be absent from school the next day.
3. Athletes will not be excused from class for practice without athletic director or principal approval.
4. Athletes will be excused no earlier than fifteen minutes before the time the bus is to leave for an away game.

## INJURIES

1. If an athlete is injured and needs attention, the coach will contact his or her parents. If an ambulance is necessary, the coach will call for one. Webberville Community Schools is not responsible for ambulance costs.
2. The coach will report the injury to the Athletic Director.
3. In no instance shall a coach make a medical decision to allow an athlete to return to activity after a serious illness or injury without medical clearance.
4. A note from the parent/guardian which allows return to activity after serious illness or injury is not adequate. These injuries or illnesses require written clearance from a doctor (M.D. or D.O.).

## INSURANCE

Webberville Community Schools does not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. Health care insurance forms are available in the athletic office for those without insurance coverage.

## MEDICAL CONSENT FORMS

Coaches must have a medical consent form for all athletes in their first aid kits. Parents/Guardians are required to complete and return this form by the end of the first week of practice.

## PARENT-COACH COMMUNICATION

Research indicates that student involved in co-curricular activities have a greater chance for success during adulthood. We believe Webberville Community Schools' athletic program helps develop the character traits that promote a successful life after high school. Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. If a situation arises which requires a conference between the coach and the parent, this is encouraged. It is important that both parties involved have a clear understanding of the other's position.

### **Communication you should expect from your son/daughter's coach:**

- Philosophy of the coach
- Expectations the coach has for your child and other players on the squad
- Locations and times of all practices and contests as well as bus schedules
- Team requirements, i.e. fees, special equipment, off-season conditioning
- Procedure should your child be injured during participation
- Discipline that results in the denial of your child's participation

### **Communication coaches expect from parents:**

As Webberville Community Schools athletes become involved in the athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way an athlete wishes. At these times, discussion with the coach is encouraged.

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns regarding a coach's philosophy and/or expectations

### **Appropriate concerns to discuss with coaches:**

It can be very difficult to accept as a parent your child's not playing as much as you may hope. Coaches make judgment decisions based on what they believe to be best for all students involved.

- The treatment of your child, both mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

### **Issues not appropriate to discuss with coaches:**

While there are certain things that can and should be discussed with your child's coach, there are other things that must be left to the discretion of the coach.

- Playing time
- Strategy
- Play calling
- Other student athletes

### **Procedure to follow when meeting with a coach:**

- Call the school to set up an appointment with the coach.
- If the coach cannot be reached, call the athletic director to set up the meeting for you.

- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

If the meeting with the coach does not provide a satisfactory resolution, call and set up an appointment with the athletic director to discuss the situation. The next appropriate step can be determined at this meeting.

### **EQUIPMENT AND SUPPLIES**

All athletes are responsible for the proper care and security of school issued uniforms, warm-ups and equipment. School furnished uniforms and warm-ups are to be worn only for contests and practice. Equipment not returned in good condition at the end of the season may be subject to a financial penalty.

In some cases athletes will be required to purchase a portion of the game uniform, which will become their property. Items include, but are not limited to, hats, shoes, cleats, practice jerseys and various gloves.

### **RESTRICTED PRACTICE DAYS**

All practices are to be held on school days if at all possible. Saturday practices are to be minimal in number and duration. Sunday practices will be permitted only when:

- Special permission is granted by the athletic director or principal,
- When a contest has been scheduled the following day, and/or
- When a tournament or play-off contest falls on the following day.

Holiday practices are discouraged, especially by non-varsity level teams. Holiday practices will be permitted only when:

- Special permission is granted by the athletic director or principal,
- When a contest has been scheduled the following day, and/or
- When a tournament or play-off contest falls on the following day.

Practice will not be held on days when school has been cancelled due to weather.

### **TRANSPORTATION**

- All athletes must go to and return from the contest via the method of transportation under the supervision of the coach. Athletes will make trips as a team unit.
- Athletes may leave an away athletic event with a parent or legal guardian, providing the parent or guardian has spoken to or given written permission to the coach. Violation of this rule is a serious offense and penalties will be imposed.
- Athletes will observe transportation guidelines established by the school district regarding behavior on a school bus.

### **DRESS CODE**

Athletes are expected to project a favorable image for our school. Standards of dress for home and away contests will be outlined by the coach and are expected to be followed.

### **WEIGHT ROOM**

Athletes who use the weight room must abide by the following rules or they will be dismissed.

1. Use of the weight room as part of school athletic training must be overseen by a member of the coaching staff.
2. Coaches must supervise all activities.
3. Coaches and athletes are responsible for the care of this room and the equipment in it. Weight bars must be cleared, weights stacked, stereo and lights turned off and doors locked when the session is completed.
4. No tobacco, gum, glass, food or drinks other than water are allowed in the weight room.
5. Shirts and athletic shoes must be worn at all times, no open toed shoes are allowed.
6. Spotters must be used for any lift which the athlete may not be able to complete alone.
7. Weight belts are provided for use when needed to complete a lift safely.
8. Anyone behaving in an inappropriate manner will be removed from the weight room and may have their privileges suspended.
9. Music played in school facilities must be appropriate for school. No obscene music is permitted.
10. Rack all weights, leave no weights on the floor. There is no reason to ever set the weights on the floor for more than a minute and that is only if you are doing a super set or break down set. Never lean the weights against the wall or a machine, as it creates a hazardous environment for others.
11. Never set any weight on the cloth portion of machines. Never!!
12. Clean up after yourself if you sweat on the machines.
13. Always use collars on the bars.
14. Pick up after yourself. Do not leave paper and other trash lying around.
15. No earrings, bracelets or necklaces allowed. It not only places you at a potential risk, but it could also damage the equipment.
16. Do not throw around weights.
17. No running in the weight room.
18. Train with a championship effort.

### **SPORT PASSES**

Sport passes are available through the athletic office. These passes offer a substantial saving over the cost of buying separate tickets for each event.

- Student cost is \$30.00 and will admit students to all home athletic events during the entire school year.
- Adults may purchase a fall pass for \$40.00 and/or a winter/spring pass for \$40.00
- Family passes are available for \$100.00. They include two adults and pre-K through eighth grade students. Family passes are good for all home athletic events during the entire school year.
- Senior citizen passes are free of charge.
- Faculty and staff passes are free of charge.

### **PLAYING OUT OF LEVEL**

Generally speaking, freshman teams are for freshmen, junior varsity teams are for freshmen and/or sophomores and varsity teams are for juniors and seniors. If an athlete is moved one or two levels, the following criteria will be adhered to:

- I. Coaches affected by the moved student athlete will meet to discuss the following, with the outcome of that discussion being positive for the athlete.
  - A. How will the move affect the athlete academically?
    1. What kind of student is the athlete?
    2. What kind of study habits does the athlete have?
    3. Are the length and number of practices going to affect class work?
    4. Will the time and number of games affect class work?
    5. What kind of help is available for the athlete?

- B. How will the move affect the athlete emotionally?
  - 1. What kind of pressure will be on the athlete?
  - 2. Is the athlete emotionally mature enough to play at this level?
- C. How will the move affect the athlete socially?
  - 1. Does the athlete have any friends on the team?
  - 2. How great is the age difference?
- D. How will the move affect the athlete physically?
  - 1. Is the athlete physically mature enough to play at this level?
  - 2. Will the chance of injury be greatly increased?
- E. How will the move affect the athlete's playing time?
  - 1. Will the athlete contribute to the team during the game?
  - 2. Will playing time be sufficient to justify the move up or down?

## II. Parent/Guardian Contact

Coaches involved in the move will contact the parent/guardian of the athlete to:

- A. Discuss the pros and cons of the move.
- B. Get input from the parent/guardian about the move.
- C. Obtain a signed Parent Consent Form from the parent/guardian supporting the move.

## III. Reevaluate

Any decision to move an athlete will be reevaluated periodically during the season. Athletes may be moved back to a lower level at any time during the season if the move will benefit the athlete and the team.

## **SQUAD SELECTION AND REDUCTION PROCEDURES**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Webberville Community Schools, coaches are encouraged to keep as many students as possible within the framework of interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Prior to trying out, the following information will be made available to all candidates for the team:

- Extent of try-out period (minimum number of practice sessions)
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team, including possible holiday conflicts and/or commitments
- Game commitments
- Season commitments

Choosing the members of the athletic squads is the sole responsibility of the coaches of those teams. When a squad reduction becomes a necessity, the process will include three important elements. Each candidate shall:

- Have a predetermined minimum number of practice sessions,
- Have performed in at least one game-like setting when possible, and
- Be personally informed of the cut by the coach.

Coaches will discuss specific alternative possibilities for continued participation in the sport or in other areas of participation within the athletic program with the athlete.

## NCAA COLLEGE ELIGIBILITY RULES

Students wishing to practice and play their freshman year at a NCAA Division I or Division II college must satisfy the requirements of NCAA Bylaw 14.3 and be certified by the NCAA Initial Eligibility Clearinghouse. Check with the counselor to obtain a Clearinghouse form and to ascertain Bylaw 14.3 requirements. **It is the responsibility of the athlete and his or her parent/guardian to meet NCAA requirements.**

### ATTACHMENT 1

<i>Category</i>	<i>Athletics</i>	<i>Band</i>	<i>Choir</i>	<i>Play</i>
Level I	Practice	Practice	Practice	Rehearsal
Level II	Practice preceding a district or regional game	Practice preceding a regional competition	Practice preceding a regional competition	
Level III	Practice preceding a quarterfinal, semifinal, or final game	Practice preceding a state competition	Practice preceding a state competition	Practice the week preceding the play
Level IV	Regular season game	School performance	School performance	School play
Level V	District or regional game	Regional performance	Regional performance	
Level VI	Quarterfinal, Semifinal, or final game	State performance	State performance	