

August, 2011

January 20	End of 1st Semester
January 24	PLT Early Release (students released at 1:21 pm)
January 27	PD Day (No School for Students)
January 27	Dance (After game – 11:45 pm)
February 6-10	Spirit Week
February 7	PLT Early Release (students released at 1:21 pm)
February 10	Spirit Week Dance (After game – 11:45 pm)
February 11	ACT: Testing Date
February 14	8 th Grade Orientation (MSHS students released at 10:45 am)
February 15	8 th Grade Parent Orientation (7:00 pm – Little Theater)
February 17-20	February Holiday (No School)
February 22	MSHS PTSO Meeting (7:00 pm – Library)
February 28	PLT Early Release (students released at 1:21 pm)
February 29	Pre-Festival Concert – All MS & HS Orchestras (7:00 pm – Kaufman)
March 1	Priority Deadline Date for FAFSA Submission in Michigan
March 1	Bands Pre-Festival Concert (7:00 pm – Kaufman)
March 3	TWIRP Dance (8:00 – 11:00 pm)
March 6-8	Michigan Merit Exam (Juniors)
March 13	PLT Early Release (students released at 1:21 pm)
March 13-15	Band and Orchestra Festival (Times TBA – Kaufman)
March 15	Half Day for MSHS students (10:45 am dismissal)
March 15	Parent/Teacher Conferences (11:30-3:00, 5:00-7:30 pm)
March 16	UP Chamber Festival (9:00 am – 5:00 pm – Kaufman)
March 20-22	Michigan Merit Exam (Make-ups)
March 21	MSHS PTSO Meeting (7:00 pm – Library)
March 23	End of 3rd Quarter
March 27	PLT Early Release (students released at 1:21 pm)
March 27	Spotlight on the Arts (7:00 pm – MSHS Gym)
March 28	Academic Awards/National Honor Society Induction (7:00 pm – Gym)
April 2-9	Spring Break (No School)
April 14	ACT: Testing Date
April 17	PLT Early Release (students released at 1:21 pm)
April 20	Career Day
April 21	Prom (8:00 – 11:00 pm at Upfront & Company)
April 23-27	Excellence in Education Week
April 25	MSHS PTSO Meeting (7:00 pm – Library)
April 27	Spring Renaissance Assemblies (9-12 th graders)
May 1	PLT Early Release (students released at 1:21 pm)
May 2	Band Spring Concert (7:00 pm – Kaufman)
May 9	Orchestra Spring Concert (7:00 pm – Kaufman)
May 15	PLT Early Release (students released at 1:21 pm)
May 16	Choral Spring Concert (7:00 pm – Kaufman)
May 22	Local Scholarship Awards Ceremony (7:00 pm – Kaufman)
May 23	Kaufman Awards (7:00 pm – Kaufman)
May 25	Last Day for Seniors
May 28	Memorial Day Break—No School
May 29	MSHS Music Awards (7:00 pm – Kaufman)
May 29-31	Senior Exams
May 31	Graduation Practice (2:45 pm – Lakeview Arena)
June 3	Graduation (2:00 pm – Lakeview Arena)
June 5	2 nd Semester Exams (11:19 Release)
June 6	2 nd Semester Exams (11:19 Release)
June 7	2 nd Semester Exams (11:19 Release)
June 8	Textbook Return/2nd Semester Exam
June 8	Last Day of School (10:45 Release)/End of 2nd Semester
June 9	ACT: Testing Date

Dear High School Students and Parents:

Welcome to Marquette Senior High School for the 2011-2012 school year. The teaching staff and administrative team welcome the opportunity to serve you and your child(ren).

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

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

We feel that discipline is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in our school, a student may form a correct attitude toward it, and not only do his or her part in making school an effective place to learn, but develop the personal skills which will make the student a better person.

Please take the time to read this handbook and become familiar with its contents. It contains up-dated information that will be helpful throughout the school year.

A complete copy of all Marquette Area Public Schools Board of Education policies are available on the district web site (www.mapsnet.org) or at the Superintendent's Office.

NOTE: District policies may be revised periodically by the Board of Education and, as revised, students are accountable. All policies and procedures are applicable to all students at all times.

Sincerely,

Bob Anthony
Principal
(225-5350)

Sarah Kemppainen
Assistant Principal
(225-5351)

Tim Schultz
Assistant Principal
(225-5352)

It is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

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 activ-

ity should immediately contact the building principal.

Grievance forms are available in the high school office.

The following terms throughout the handbook shall be defined as:

Parents: parent or legal guardians

Principal: principal or designee

Teacher: teacher or substitute

ATTENDANCE REGULATIONS

Full-time attendance is required of all students and is the responsibility of the student and parent/guardian. It develops good habits that help ensure success in the world of work, as well as in the high school academic program. Every member of a class contributes to the total learning process, and frequently, cooperative learning and teamwork strategies assist all students in the learning process. One insightful question or comment from a student may be valuable to the understanding of a concept or theory by others in the class. Classroom participation develops working and social relationships with peers, teachers and other adults. It also contributes to the acceptance of diversity of thought and promotes tolerance of others' attitudes, an important component of the democratic process.

A student's course grade will be determined by the achievement of relevant criteria which is impacted by the student's performance and participation in class. Absences interfere with student learning. Students who arrive beyond 5 minutes at the start of class will be marked absent. Loitering in the halls during class time may result in an unexcused absence.

MAPS has services available to assist the student with extenuating circumstances related to excessive absences. When these extenuating circumstances occur, it is the parent's responsibility to notify MSHS personnel.

Marquette Area Public Schools' Board of Education is responsible for establishing the calendar for each school year. **Students and parents should ensure that their vacation plans do not interfere with their student's regularly scheduled classes. See pages 32-33 for dates school is in session.**

INCENTIVE FOR PERFECT ATTENDANCE

Students with perfect attendance and good citizenship each semester will be recognized with Renaissance incentive cards. Absences due to school-related activities will not count against perfect attendance. Absences due to suspension will count against perfect attendance.

PROCEDURES

For any attendance concerns, Sarah Kempainen, Assistant Principal (225-5351) will work with students whose last name begins with A - K. Tim Schultz, Assistant Principal (225-5352) will work with students whose last name begins with L - Z.

It is the responsibility of the student to know the number of absences and tardies accumulated in each of his/her classes. It is also the **STUDENT'S** responsibility to have a parent/guardian call the Attendance Office on or before the day of an absence. This is similar to the expectation of the world of work. Keeping accurate attendance records requires notification in a timely manner. Therefore, **phone calls to excuse an absence beyond two school days will not be accepted and the absence will remain unexcused/unconfirmed.** For the convenience of all parents, an answering machine operates 24 hours a day, seven days a week to call the absence in. A call is necessary each day the student is absent from school unless otherwise arranged with district personnel (see Pre-Arranged Absences or Prolonged Absences on page 3.)

- ◆ **Student Absence (225-4241)** - A parent/guardian must call the MSHS attendance line to report a student absence. Information provided shall be: (1) name of parent/guardian; (2) student's name; (3)

MARQUETTE SENIOR HIGH SCHOOL 2011-2012 CALENDAR

September 6	First Day of School for Students
September 10	ACT: Testing Date
September 11	Auditions for Musical, "Les Miserables" (1:00 – 4:00 pm – Rm. 102)
September 14	Senior Parent Meeting (7:00 pm – Little Theater)
September 19	Junior Parent Night (7:00 pm – Little Theater)
September 20	PLT Early Release (students released at 1:21 pm)
September 20	Annual Report (5:30 pm – Library)
September 20	Open House (6:00 pm)
September 21	College Night (6:00 – 7:30 pm – NMU)
September 21	MSHS PTSO Meeting (7:00 pm – Library)
September 23	Project Graduation Dance (After game to midnight)
October 3-7	Homecoming Week
October 4	PLT Early Release (students released at 1:21 pm)
October 7	Homecoming Dance (9:00 p.m. to midnight)
October 12	PSAT/NMSQT: Testing Date
October 12	MSHS Redmen Chorale Talent Show (7:00 pm – Kaufman)
October 14	PD Day (No School for Students)
October 18	Band-O-Rama
October 19	MSHS PTSO Meeting (7:00 pm – Library)
October 22	ACT: Testing Date
October 25	PLT Early Release (students released at 1:21 pm)
October 27	All UP Orchestra Concert (7:00 pm – Bothwell Gym)
November 1	PLT Early Release (students released at 1:21 pm)
November 4	End of 1st Quarter
November 7	Beginning of 2nd Quarter
November 7	FLAC Meeting (4:00 pm – Library)
November 9	PLAN Test: All Sophomores
November 9	Parent Teacher Conferences (5:00 – 7:30 pm)
November 10	Parent Teacher Conferences (11:30 am – 3:00 pm & 5:00 – 7:30 pm)
	Half-Day (10:45 release)
November 10-12	MSHS Musical Performances – "Les Miserables" (7:00 pm – Kaufman)
November 15	PLT Early Release (students released at 1:21 pm)
November 24-25	Thanksgiving Holiday (no school)
November 29	PLT Early Release (students released at 1:21 pm)
November 30	MSHS PTSO Meeting (7:00 pm – Library)
December 1	ASVAB (7:30 am – Little Theater)
December 2	Fall Renaissance Assemblies (10-12 th graders)
December 7	Orchestra Winter Concert (7:00 pm – Kaufman)
December 10	Holiday Dance (8:00 – 11:00 pm)
December 10	ACT: Testing Date
December 12	Band Winter Concert (7:00 pm – Kaufman)
December 13	PLT Early Release (students released at 1:21 pm)
December 14	Choral Holiday Concert (7:00 pm – Kaufman)
December 15	Back Up Concert Date in Case of Snow
Dec. 22-January 2	Winter Break (no school)
January 1	First Day to Submit FAFSA Form
January 10	PLT Early Release (students released at 1:21 pm)
January 11	Financial Aid Night – Senior Parents (Little Theater)
January 17	1 st Semester Exams
January 18	1 st Semester Exams (11:19 release)
January 18	MSHS PTSO Meeting (7:00 pm – Library)
January 19	1 st Semester Exams (11:19 release)
January 20	1 st Semester Exams (11:19 release)

- Repair or attempt to repair hardware and/or peripherals without authorization of the Technology Department.
- Install software without authorization of the Technology Department.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- assume that e-mail is NOT secure or confidential;
- check e-mail regularly and delete unwanted messages;
- respect other people's privacy regarding mail or files;
- Students are to only use their school address, phone number or e-mail address in communications unless otherwise instructed by the teacher;
- avoid use of sarcasm in electronic communications;
- do not use the network in such a way that it would disrupt the use of the network by other users.

District Liability

Marquette Area Public School District will take reasonable efforts to ensure that inappropriate use of the network doesn't occur. The District shall not be held responsible for the copyright or trademark compliance, legality, or decency of material accessed and/or stored without the District's knowledge on District computers by users through the network. The District will not be responsible for any inaccuracies in data, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions, nor will the District be responsible for any financial obligations arising from unauthorized use of the system for the purchase of products or services.

System Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network access, you must notify a system administrator or e-mail (security@mapsnet.org).

You are prohibited from, without specific authorization:

- demonstrating the problem to other users;
- using another individual's account
- giving your password to any other individual
- attempting to log on to the system as another user; and
- attempting to log on to the system as a system administrator.

Policy Enforcement

Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. Inappropriate behaviors discovered by the system administrators will be reported to the user's teacher/supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behaviors, violations, or complaints will be routed to the user's teacher/supervisor for appropriate action per MAPS policy. Violations may result in a loss of network access and/or disciplinary action. In the event that inappropriate behavior results in a total loss of network access, the user has a right to due process. When applicable, law enforcement agencies may be involved.

Printing

Students will be given a limit to the number of copies they can print from any school printer. Once that limit is reached the student will be responsible to maintain a balance in their printing account in order to continue to access school printers. Limits and costs per copy will be announced.

time and date(s) of absence; (4) parent/guardian's phone number; (5) reason for the absence (see excused absences on page 3.) If the message is incomplete, the absence will remain unconfirmed.

- ◆ **Student Appointments (225-5750)** - A parent/guardian must call before 7:30 a.m. for an appointment (medical, dental, legal, etc). The information provided shall be: (1) name of parent/guardian; (2) student's name; (3) time and date of appointment; (4) parent/guardian's phone number.

Upon parent/guardian notification to the Attendance Office of a student's daily absence, the student's teachers will be notified.

- ◆ **Departure From School** - To leave school during the school day, a student must have a pink pre-arranged appointment pass from the High School Office or they must sign-out in the High School Office where efforts will be made to contact a parent/guardian. Due to liability concerns, school personnel will not grant students permission to leave school property unless prior approval has been made with a parent/guardian and administration. Failure to sign-out will result in the absence being unconfirmed - whether the absence is called in within two school days or not. Students must sign-in upon return.
- ◆ **Illness at School** - Students who become ill during the school day **must report to the High School Office before leaving the building**. The parent/guardian or designated person(s) on the student's emergency card will be contacted before a student may leave. Students must sign in at the High School Office, or the absence will be unexcused. Students that have signed-out are expected to leave campus at that time and must sign-in upon their return.
- ◆ **Pre-arranged Absence** - If a pre-arranged absence (vacation, hunting, out-of town appointments, etc.) exceeds two days, the student must obtain a permission form from the Attendance Office. It is to be signed by the parent/guardian, all of the student's teachers, and returned at least one day in advance of the absence. Advanced notification helps teachers prepare assignments for the student. The school requests one week notice to assure best results.
- ◆ **Prolonged Illness or Disability (more than 3 days)** – To help the school keep a student current in his/her classes, a parent/guardian must contact the student's guidance counselor and assistant principal to make appropriate arrangements for the student's continuing education. In certain circumstances, alternative educational programs may be arranged. A doctor's statement may be required at the time of the illness. Any medical documentation must be on letterhead from the prescribing doctor and be specific to date, time, illness, and how the illness specifically affects the student's attendance. For prolonged illnesses, updated documentation may be required.
- ◆ **Absences During Exams**—(See page 7-"Exams/Assessments")

SCHOOL-RELATED ABSENCES

Students absent due to school-related activities are expected to get their assignments ahead of time and be prepared on their return to class.

EXCUSED ABSENCES

A parent/guardian should request an excused absence on or before the day of the absence. Absences from class will be excused for the following reasons provided they are called into the attendance line (225-4241) no later than two school days following the absence:

- a. illness or injury requiring confinement at home or in a hospital;
- b. major emergency in the immediate family (death, illness, injury, etc.);
- c. an appointment with medical or other professionals which cannot be scheduled during non-school hours;
- d. pre-arranged participation in family activities;
- e. pre-arranged participation in community based activities;

- f. suspension from school (except for days missed for failure to serve Saturday School);
- g. participation in established religious activities.

Any other reasons must be approved by an administrator in advance.

UNEXCUSED/UNCONFIRMED ABSENCES

An **unexcused absence** is defined as an absence from class for any reason other than those listed as excused absences. Included in this category are: skipping, loitering in the halls during class time, oversleeping, transportation problems, leaving school without signing-out, or being outside of the building without permission from administration.

An **unconfirmed absence** is defined as a normally excused absence not reported to the attendance line (225-4241) within two school days.

FOLLOWING THE ABSENCE. Both unexcused and unconfirmed absences can result in lower student grades because make-up work is not permitted.

Consequence for an unexcused/unconfirmed absence: 1 day Saturday School, parent contact.

Additional unexcused/unconfirmed absences may result in:

- additional Saturday School;
- In-School Suspension;
- Out-of-School Suspension and referral to guidance counselor;
- under 16 years old - court referral through the Diversion Program.

TARDINESS: Failure to be in the assigned location, classroom or locker room at the final bell. All tardies (including car problems, oversleeping, etc.) are unexcused.

Consequence: (1) applicable teacher rules and consequences for each tardy.
(2) assignment of the student to Saturday School on the 5th tardy and every two tardies beyond 5 in a 9 week marking period.

MAKE UP WORK AFTER EXCUSED ABSENCES

Students absent from classes for excused reasons are expected to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work and help, if needed, to make up the work. The time line for completion of the work by the student will be set by the teacher. (Suggested: One day time allowance for each day absent.)

REQUESTING HOMEWORK ASSIGNMENTS DURING ABSENCES

If a student will be absent for **MORE THAN THREE CONSECUTIVE SCHOOL DAYS**, a parent/guardian may call the teacher's homework hotline or contact the Guidance Office (225-4239) for homework assignments to be obtained from the teachers. Advanced notice is recommended. In the event of an extended absence, timelines for completion of work will be established by the teachers, guidance counselors and/or administration.

SATURDAY SCHOOL

Saturday School will be used as the consequence for tardiness, skipping, or unexcused/unconfirmed absences. It will be held from 8:00 to 11:00 a.m. on scheduled Saturdays at MSHS. Students are expected to bring enough school assignments or other written work or reading material to keep them busy for three

APPENDIX A

MAPS-NET ACCEPTABLE USE POLICY

Purpose and Use of System

Marquette Area Public School District offers students and employees access to the district wide area network, electronic mail, and the Internet. This service called **MAPS-Net**, is provided to assist students and employees in carrying out the educational business of the Marquette Area Public School District, conducting research, and communicating with others in regard to school work. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate. The District cannot prevent the possibility that users may discover inappropriate information while searching the Internet. Marquette Area Public Schools believes that the value of the information and interaction available on MAPS-Net supersedes the possibility of inappropriate usage.

MAPS uses internet filtering software which is designed to identify web sites that are inappropriate and to prohibit access to those sites on a grade-appropriate basis. However, no system is perfect. It is impossible to control access to all materials that are objectionable or inappropriate. In addition, an industrious user may be able to gain access to sites that are supposed to be filtered.

The primary purposes of MAPS-Net are to enhance the educational process and to provide administrative services for the District. Any other uses would be contingent upon available resources and non-interference with the educational process and administrative activities.

MAPS-Net Access

Access is a privilege, not a right. Users are responsible for appropriate behavior when using MAPS-Net and general school policies apply. Access to network services is offered to users who agree to act in a considerate and responsible manner. Every user of the network should be aware that the routine maintenance and monitoring of the network performance may lead to discovery that the user has violated the law or a district rule.

Responsibilities

Users will **NOT**:

- access, transmit, receive or distribute materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including inappropriate sexually explicit materials;
- use MAPS-Net for commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer and/or network;
- damage/attempt to damage hardware or files;
- send or forward chain letters;
- use software/hardware which would adversely affect network performance;
- maliciously attempt to harm or destroy data of another user or the Internet, including the uploading or creation of computer viruses;
- purchase goods and services via the internet for personal, non-educational use during work hours;
- vandalize, damage, or disable the property of another individual or organization;
- violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Nault, Julie	225-5	394	jnault@mapsnet.org
Nelson, Bradley	225-5	713	bjnelson@mapsnet.org
O'Connor, Kris	225-5	740	koconnor@mapsnet.org
O'Donnell, Lacey	225-5	708	lodonnell@mapsnet.org
Parlato, Kim	225-5	430	kparlato@mapsnet.org
Peterson, Janis	225-5	719	jspeterson@mapsnet.org
Raikko, Blythe	225-5	165	braikko@mapsnet.org
Reilly, Patrick	225-5	420	preilly@mapsnet.org
Ridolphi, Susan	225-5	754	sridolphi@mapsnet.org
Sandstrom, Derek	225-5	426	dsandstrom@mapsnet.org
Schmitt, Karen	225-5	414	kschmitt@mapsnet.org
Schultz, Tim	225-5	352	tschultz@mapsnet.org
Sedgwick, Zachary	225-5	424	zsedgwick@mapsnet.org
Seeke, Tom	225-5	729	tseeke@mapsnet.org
Shaw, William	225-5	434	wshaw@mapsnet.org
Simmons, Rebecca	225-5	721	rsimmons@mapsnet.org
Smith, Benjamin	225-5	712	besmith@mapsnet.org
Soha, Christopher	225-4	466	csoha@mapsnet.org
Solinski, Steve	225-4	465	ssolinski@mapsnet.org
Standerford, Chris	225-5	714	cstanderford@mapsnet.org
Swadley, Christine	225-5	367	cswadley@mapsnet.org
Talsma, Ronda	225-5	728	rtalsma@mapsnet.org
Thomsen, Karl	225-4	467	kthomsen@mapsnet.org
Tuma, Jamie	225-4	220	jtuma@mapsnet.org
Vessels, Katie	225-5	764	kvessels@mapsnet.org
Vicenzi, Chris	225-5	431	cvicenzi@mapsnet.org
Wahlman, Joe	225-5	711	jwahlman@mapsnet.org
Warchock, Holly	225-5	747	hwarchock@mapsnet.org
Wealton, Jeanette	225-5	354	jwealton@mapsnet.org
Zenti, Rico	225-5	355	rzenti@mapsnet.org

hours.

If a student must miss Saturday School due to health reasons or family emergency, a parent must call the appropriate Assistant Principal (A - K Sarah Kempainen at 225-5351; L - Z Tim Schultz at 225-5352) by 7:00 a.m. Monday morning to request the student be excused and reassigned for the following scheduled Saturday School. These lines are available 24 hours a day. **Note: To maintain building security during Saturday School, the exterior doors will be locked at 8:00 a.m. Students arriving late will not be admitted.**

Students who arrive late, choose not to attend or do not complete Saturday School are not to attend school on Monday and will not be able to make up class work missed (homework, tests, quizzes, etc.). The student will be required to attend a reinstatement conference with a parent/guardian and the Assistant Principal before school on Tuesday morning. A repeat offense of missing Saturday School may result in additional consequences.

ACADEMIC SUPPORT

Academic supports are available to students as an after school option in lieu of attending Saturday School. Students must attend two academic supports from 2:30 p.m.—4:00 p.m. *prior* to their assigned Saturday School to be removed from the Saturday School list. The Academic Support schedule is posted throughout the school, announced over our PA, posted in the hallway outside the high school office, and available on-line in the MSHS electronic newsletter.

OPERATIONAL PROCEDURES/OTHER INFORMATION

ACCIDENTS, INJURIES, AND INSURANCE

Each student is responsible for his/her own health and accident insurance. Accident Insurance is made available to all students. On the first day of school each student receives an insurance envelope from his/her first hour teacher. Students or parents desiring a policy are to place the premium in the envelope provided and return it to the High School Office. All checks are to be made payable to the insurance company. This policy will provide coverage for all interscholastic sports; except varsity and junior varsity football and ice hockey.

All accidents and/or injuries must be reported immediately to the Nurse's Office. Accident report forms are available in the High School Office. The parents of students injured in school or during school activities are responsible for paying bills that may arise from such injuries.

ADVISORIES

Advisories will provide an opportunity for students to develop relationships with both classmates and faculty while enhancing their academic experience, focusing on a student's personal, social and academic skills and goals. Advisories will meet twice a week during the students' 4th hour.

AGE OF MAJORITY

The staff and administration of Marquette Senior High School recognize that students upon reaching eighteen (18) years of age are legally recognized as adults. Obtaining adult status does not exempt the student from school policies, procedures, and/or rules set forth in the MSHS Parent Student Handbook and all school policies, procedures, and rules will apply to all students, regardless of their attainment of the age of majority.

If a student reaching the age of 18 wishes to assert these rights it is his/her responsibility to register their

intent on the Age of Majority form and return it to his/her Assistant Principal. Until such time as the eligible student registers this intent, school officials will not apply the Age of Majority rights.

****All School Rules Apply to All Students Regardless of Age****

ATHLETIC GENERAL INFORMATION AND INQUIRY

For general Athletics information, visit the MSHS Athletics website at www.mapsnet.org.

For MSHS sports schedules, visit the MSHS Athletics website (www.mapsnet.org) OR www.highschoolsports.net.

BACKPACKS

Students will carry their books, class supplies and materials to each of their classes **without** the assistance of a container or carrying case. This includes but is not limited to backpacks, book bags, briefcases, purses of any size, travel bags and shopping bags. MSHS students may only use backpacks and similar items to transport books, school supplies and other materials to and from school.

BELL SCHEDULE

To be determined.

BOOKSTORE

The Bookstore is located in the northeast corner of the first floor. Hours will vary and will be posted throughout the year.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

Co-curricular and athletic activities available are:

Art Club	French Club	Renaissance
Auto Club	Gay Straight Alliance	Robotics
Baseball	German Club	Science Olympiad
Basketball	Golf	Senior Class Speakers
Bowling	Gymnastics	Skiing
Business Professionals of America	HOSA	Soccer
Cheerleading	High School Bowl	Softball
Chamber Singers	Hockey	Spanish Club
Christian Support Group	Intramural Basketball	Student Council
Cross Country	Jazz Band	Swimming
Dance Team	Key Club	Tennis
Drama Club	Marching Band	Track & Field
Environmental Club	National Honor Society	Upward Bound
Fiddle Club	Native American Ed. Program	Volleyball
Figure Skating	Newspaper	Wrestling
Football	Nordic Skiing	Yearbook
Forensics	Ping Pong Club	Z-Club

The MSHS ATHLETICS Student/Parent Handbook and Code of Conduct is available in the Athletic Office.

HOW TO REACH YOUR TEACHERS

Abraham, Debra	225-5	731	dabraham@mapsnet.org
Angeli, Karen	225-5	417	kangeli@mapsnet.org
Anthony, Bob	225-5	350	banthony@mapsnet.org
Bacula, Karen	225-5	401	kbacula@mapsnet.org
Bertucci, Natalie	225-5	733	nbertucci@mapsnet.org
Bonsall, Dan	225-5	365	dbonsall@mapsnet.org
Brainerd, Nancy	225-5	164	nbrainerd@mapsnet.org
Brodersen, Janet	225-5	383	jbroderson@mapsnet.org
Carr, Kimberlee	225-5	723	kcarr@mapsnet.org
Clement, Elsa	225-5	427	eclement@mapsnet.org
Cole, Fred	225-5	413	fcole@mapsnet.org
Cook, Michael	225-5	706	mcook@mapsnet.org
Hammerstrom, Eric	225-5	739	ehammerstrom@mapsnet.org
Hanson, Lynndee	225-5	785	lhanson@mapsnet.org
Hare, Carole	225-5	715	chare@mapsnet.org
Hefke, Marc	225-5	404	mhefke@mapsnet.org
Hendrickson, Sandy	225-5	435	shendrickson@mapsnet.org
Hill Manson, Wendy	225-5	411	whillmanson@mapsnet.org
Jahnke, Lisa	225-5	770	ljahnke@mapsnet.org
Karwoski, Patti	225-5	368	pkarwoski@mapsnet.org
Kemppainen, Sarah	225-5	351	skemppainen@mapsnet.org
King, John	225-5	737	jking@mapsnet.org
LaValley, Erin	225-5	418	elavalley@mapsnet.org
Ludwig, Matthew	225-5	382	mludwig@mapsnet.org
Maki, Colleen	225-5	415	cmaki@mapsnet.org
Malvasio, Calee	225-5	418	cmalvasio@mapsnet.org
Manninen, Ronda	225-5	403	rmanninen@mapsnet.org
McCutcheon, Karla	225-5	738	kmccutcheon@mapsnet.org
McFarren, Nathan	225-5	736	nmcfarren@mapsnet.org
Micklow, Mary	225-5	716	mmicklow@mapsnet.org
Moore, Cody	225-5	425	cmoore@mapsnet.org
Moyle, Diana	225-5	184	dmoyle@mapsnet.org
Murphy, Nadine	225-4	464	nmurphy@mapsnet.org

WEAPONS:

POSSESSION OR USE OF DANGEROUS WEAPONS - for purposes of Public Act 328, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

Consequence: Expulsion and police referral.

According to MAPS School Board Policy #5772, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons under this policy include, but are not limited to, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition, and explosives. This policy shall also encompass look-alike items.

Consequence: Possible expulsion up to 180 days and police referral.

POSSESSION OF WEAPONS NOT DEFINED IN THE STATE CODE - carrying, handling or storing other weapons or dangerous objects including but not limited to a pocket knife under 3 inches in length.

Consequence: **First Offense - 3 days Out-of-School Suspension, parent reinstatement conference and police referral.**
Second Offense - 5 days Out-of-School Suspension, parent reinstatement conference and police referral.
Third Offense - 10 days Out-of-School Suspension, parent reinstatement conference, police referral or possible Expulsion.

USE OR THREATENED USE OF WEAPONS NOT DEFINED IN THE STATE CODE - the use or threatened use of weapons or other items designed for other use that can be used to inflict bodily harm (belts, combs, pencils, compasses, etc.).

Consequence: **First Offense - minimum of 5 days Out-of-School Suspension, parent reinstatement conference, police referral and possible expulsion depending upon severity.**
Second Offense - minimum of 10 days Out-of-School Suspension, parent reinstatement conference, police referral, and possible expulsion depending upon severity.

DANCES

MSHS sponsors dances throughout the school year. MSHS students are permitted to bring **one** guest. The guest must be at least a high school student, under 21 years old, in good standing with MSHS administration, and registered in the high school office one week in advance of the dance. Students/Guests must be ready to provide school/picture ID to enter the dance.

It is the expectation that students will be picked up immediately after the dance.

End Times of Dances:

After Football Games—12:00 midnight

After Basketball Games—11:45 p.m.

Formal Dances—11:00 p.m.

DRESS CODE

All apparel should be neat and clean. Dress that presents a health or safety problem, causes a disturbance or distraction, or does not provide adequate body coverage is not permitted.

- Footwear that is conducive to both indoor and outdoor use must be worn at all times.
- Coats are not to be worn or carried in classes.
- Heads are to remain uncovered when students are inside the school building. Hats, bandanas, hoods, or other like apparel are not to be brought to class. Such items are subject to confiscation and MSHS will not be responsible for safe return.
- Any apparel deemed necessary by MSHS personnel for student safety must be worn. Examples may include but are not limited to safety goggles, hard hats, and aprons.
- Bottoms (pants, skirts, shorts, etc.) and tops (shirts, blouses, etc.) must **overlap** at all times. Bottoms and tops must provide adequate covering and no undergarments may be exposed or visible. "Adequate" is defined as:
 - Bottoms—The length of the bottoms must reach at least the mid-thigh without holes, rips or tears above that point.
 - Tops—Minimum coverage of the following regions must be followed:
 - Shoulders—at least two-inch straps on both shoulders
 - Front—the front neckline can be no lower than the bottom of a closed hand when the thumb is placed on the top of the sternum
 - Back—the back neckline can be no lower than the mid scapula.
- Clothing and accessories (jewelry, notebooks, etc.) must be free from objects such as safety pins, chains, studded accessories, etc. and may not display material that (1) is sexually suggestive, (2) is racially or ethnically offensive, (3) reflects affiliation with a gang, (4) is vulgar or subversive in nature, or that displays products students may not legally buy such as alcohol, tobacco, or illegal drugs, or (5) does not support the educational mission of our school.
- Rollerblades, skateboards, etc. are not to be used in or near the building.

****STUDENTS WHO DRESS INAPPROPRIATELY WILL BE SENT HOME TO CHANGE IF NECESSARY, AND THE TIME MISSED WILL BE UNEXCUSED.****

EXAMS/ASSESSMENTS

Every student is required to take an exam/final assessment for each scheduled course at the end of each semester. This exam/assessment accounts for 20% of the semester grade. Due to the importance, it is critical that students be in attendance for all of the exams/assessments as scheduled (see calendar p. 32-33).

Because exam and make-up schedules are announced in advance, students are responsible to adhere to this schedule. Failure to do so may result in failure of the exam.

In the event of a family emergency or student illness, parents must contact the high school office prior to the scheduled exam/assessment. Failure to do so may result in the failure of the exam/assessment. If excused, students will be expected to attend the next scheduled make-up session following their absence.

Students will not be released during an exam session for appointments or otherwise.

If a student is found in possession of a cell phone during an exam/assessment, s/he will fail the exam/assessment in addition to the consequences listed on page 22 of this handbook.

Requests for early exams/assessments must be submitted **in writing** (not e-mail) and approved by the high school principal no later than *15 days prior to the end of the semester*.

GRADES

The student management system used by MSHS provides an option for parents and students to view their grades, attendance and other student information. To assure confidentiality, please visit the high school office in person for an ID and password.

GRADE POINT AVERAGES

Marquette Senior High School utilizes three different Grade Point Averages (G.P.A.) to establish academic status and/or to determine eligibility in various school-related programs. In the definitions listed below, **weighted** classes (Advanced Placement) are placed on a 5.0 scale (A = 5, B = 4, etc.) while all other classes are on a 4.0 scale (A = 4, B = 3, etc.).

- **ACADEMIC** – Includes academic classes only (math, science, English, social studies and foreign language) and calculates weighted classes. This is the G.P.A. recorded on report cards and transcripts and is calculated at the end of each semester.

- **ATHLETIC/RENAISSANCE** – Includes all classes and calculates weighted classes. Athletic GPA is calculated on a weekly basis. Renaissance is calculated at the end of the semester.

- **HONOR ROLL** – Includes all classes and does not calculate weighted classes. It is calculated at the end of each semester (see page 12 for description.)

GRADUATION

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony when personal conduct so warrants.

GRADUATION RECOGNITION

Student recognition at graduation will be determined by the student's cumulative academic G.P.A. Students will graduate with **Distinction** with a 4 year grade point average of 4.0 or better, with **Honor** for a 4 year grade point average of 3.5 to 3.9, and with **High Achievement** for a 4 year grade point average of 3.0 to 3.4. G.P.A.s for recognition at graduation are calculated at the end of the third quarter of the senior year which is a cumulative calculation of 7½ semesters. Because on-line classes are only graded at the end of the semester, G.P.A.s calculated at the end of the third quarter will not include on-line classes. In order to be considered for recognition at graduation the student must have taken at least 8 credits in academic G.P.A. classes.

THEFT (PETTY) - stealing or unauthorized possession of money or property judged by the administrator to be worth under \$25.00.

Consequence: **First Offense - 2 days In-School Suspension, parent notification or restitution.**
Second Offense - 3 days Out-of-School Suspension and restitution, parent reinstatement conference, and police referral.
Third Offense - 5 days Out-of-School Suspension and restitution, parent reinstatement conference, and police referral.

MISUSE OF COMPUTERS (see Appendix A - MAPS-NET Acceptable Use Policy) and UNAUTHORIZED USE OF PHOTOCOPIERS, FAX MACHINES, and TELEPHONES, ETC. ARE PROHIBITED.

Consequence: **First Offense - 1 day In-School Suspension, loss of privileges, and restitution if appropriate.**
Second Offense - 3 days In-School Suspension, loss of privileges, and restitution if appropriate.
Third Offense - 3 days Out-of-School Suspension, loss of privileges, parent reinstatement conference, and restitution if appropriate.

VANDALISM – the deliberate destruction or defacing of property belonging to, rented by, or on loan to the school system or property (including automobiles) of persons employed by the school or in attendance at the school. Vandalism also includes tampering with existing computer programs or other electronic devices.

Consequence: **First Offense – 1 day In-School Suspension, parent notification, and restitution.**
Second Offense – 1 day Out-of-School Suspension, parent reinstatement conference, restitution, and police referral.
Third Offense – 3 days Out-of-School Suspension, parent reinstatement conference, restitution, and police referral.

VANDALISM (SEVERE, MALICIOUS) - as judged by the administrator handling the incident will be dealt with as follows:

Consequence: **First Offense - 5 days Out-of-School Suspension, parent reinstatement conference, restitution, and police referral.**
Second Offense - recommended for Expulsion, police referral and restitution.

PERSISTENT MISBEHAVIOR - frequent misconduct and/or consistently breaking the same rule.

Consequence: **First Offense - 1 day In-School Suspension. Second and Subsequent Offenses - 1 day or more of ISS OR OSS with parent reinstatement conference depending on the severity and/or placed on discipline probation.**

RECKLESS DRIVING - The operation of a motor vehicle on school property in a reckless or dangerous manner. This includes squealing tires in the parking lot. Vehicles are not to be driven at a rate of speed faster than 5 miles per hour.

Consequence: **First Offense - Parent notification, loss of driving privileges on school property for a minimum of 5 school days and/or possible police referral depending on the severity of recklessness. Second Offense - Parent notification, loss of driving and parking privileges on school property for the remainder of the school year, police referral.**

SMOKING/CHEWING TOBACCO - students are not to smoke or have possession of a lit cigarette or be chewing tobacco (or any look-alike products) on school property, in cars on school property or at school related activities.

Consequence: **First Offense - 3 days In-School Suspension or 2 days In-School Suspension and participation in the Tobacco Blues Program, and police referral. Second Offense - 3 days Out-of-School Suspension, parent reinstatement conference, and police referral. Third and Subsequent Offenses - 5 days Out-of-School Suspension and parent reinstatement conference, and police referral.**

POSSESSION OF SMOKING/CHEWING TOBACCO – students of any age are not to be in possession of any tobacco product on school property.

Consequence: **First Offense - Confiscation and police referral. Second and Subsequent Offenses - 1 or more days of ISS and police referral.**

THEFT (MAJOR)- stealing or unauthorized possession of money or property judged by the administrator to be worth more than \$25.00.

Consequence: **First Offense - 3 days Out-of-School Suspension, parent reinstatement conference; police referral and restitution. Second Offense - 5 days Out-of-School Suspension, parent reinstatement conference, police referral and restitution. Third Offense - recommended for Expulsion, police referral and restitution.**

**MARQUETTE SENIOR HIGH SCHOOL
GRADUATION REQUIREMENTS**

Students graduating from MSHS in the Class of 2012/2013/2014/2015 must accumulate a minimum of **25.5 credits**, including successful completion of the following required courses:

<i>ENGLISH/LANGUAGE ARTS</i>	4 CREDITS
<i>English 1/2</i>	1 Credit
<i>American Literature</i>	1 Credit
<i>Junior English (E300 Level Classes)</i>	1 Credit
<i>Senior English (E400 Level Classes)</i>	1 Credit
<i>HEALTH</i>	1/2 CREDIT
<i>MATHEMATICS</i>	4 CREDITS
<i>Algebra I or Geometry</i>	1 Credit
<i>Geometry or Algebra II</i>	1 Credit
<i>Algebra II, Algebra 2A or Pre-Calculus</i>	1 Credit
Students must take a math or math-related course their senior year.....	1 Credit
<i>PHYSICAL EDUCATION</i>	1/2 CREDIT
<i>Physical Education I or Swimming Class</i>	1/2 Credit
<i>SCIENCE</i>	3 CREDITS
<i>Global Science</i>	1 Credit
<i>Biology</i>	1 Credit
<i>Chemistry or Physics</i>	1 Credit
<i>SOCIAL STUDIES</i>	3 CREDITS
<i>US History or World History and Economics (Sophomores)</i>	1 Credit
<i>World History and Economics or AP History (Juniors)</i>	1 Credit
<i>Civics and Cultural Geography or AP Government</i>	1 Credit
<i>TRANSITIONS</i>	1 CREDIT
<i>VISUAL, PERFORMING OR APPLIED ARTS</i>	1 CREDIT
<i>Visual, Performing Arts</i> (all courses with a letter “F” preceding the computer number)	
<i>Applied Arts</i> (all courses with the letter “P” preceding the computer number).	
<i>STUDENTS MUST TAKE THE MICHIGAN MERIT EXAM.</i>	
<i>STANDARD ELECTIVES</i>	8 1/2 CREDITS
TOTAL CREDITS	25.5 CREDITS

GUIDANCE SERVICES

Guidance counselors are available to meet with students during the school year and will assist them in planning their academic program. The guidance counselor helps students select the most appropriate program of studies to ensure success in high school and to plan for the years after graduation. All students are invited to explore the various reference materials on occupational training, colleges, financial aid and scholarships in the Guidance Office (located in the main high school office). Students who wish to make an appointment with their guidance counselor may do so by filling out an appointment slip and leaving it with the secretary in the Guidance Office.

Students and parents are encouraged to contact the student's counselor about any academic or personal concerns.

The assignment of students to counselors is as follows:

- A - G – Chris Swadley (225-5367)
- H - O – Dan Bonsall (225-5365)
- P - Z – Patti Karwoski (225-5368)

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

Dropping Classes: Classes can only be dropped with administrative approval. A student who drops a class will be given an "E" for that class for the semester. For unusual circumstances the "E" may change to a WP (withdraw pass) or a WF (withdraw fail). The advantage to the student is that a WP or WF is not included in the computation of the GPA, where the "E" is included.

Transcripts/Records: There is a \$5.00 fee for processing non-electronic transcripts/records. Advance notice is required. For information, please see the records secretary in the guidance office.

HONOR ROLL

The philosophy of the Honor Roll is to honor students who performed at a high level in the classes or programs that they participated in at M.S.H.S. The Honor Roll includes all classes and programs. Students who qualify for the Honor Roll each semester shall receive recognition.

Honor Roll Guidelines:

1. Students must maintain a "B" or higher average of all courses.
2. Advanced Placement courses will not carry extra weight in determining Honor Roll eligibility.
3. Students must carry at least four credits to be eligible for Honor Roll.
4. Students must be passing all courses.
5. Students with an "A-" or better average of all courses will be recognized for outstanding academic achievement.

FORGERY/LYING - calling in or writing the name of another person for purposes of gain or falsifying times, dates, addresses, or other information, including school forms, lying, and/or giving false or misleading information to school personnel.

Consequence: **First Offense - 1 day In-School Suspension.
Second Offense - 3 days In-School Suspension.
Third Offense - 3 days Out-of-School Suspension and parent reinstatement conference.**

INAPPROPRIATE CONDUCT – Any conduct deemed by administration as being inappropriate. This is to include, but is not limited to, obscene language and/or gestures, racial slurs, creating a hostile environment for others, and/or any other conduct not conducive to a healthy, orderly, and safe school environment.

Consequence: **First Offense – 1 day In-School Suspension.
Second and Subsequent Offenses – 1 day or more of In-School Suspension, OR 1 day or more of Out-of-School Suspension with parent reinstatement conference depending on the severity, OR placed on disciplinary probation.**

INCENDIARY DEVICES - POSSESSION - carrying, handling or storing firecrackers or other explosive or incendiary devices.

Consequence: **Minimum of 1 day ISS up to and including Expulsion and police referral depending upon nature of the device.**

INCENDIARY DEVICES - USE OR THREATENED USE - the use or threatened use of firecrackers or other explosive or incendiary devices.

Consequence: **Minimum 5 days OSS up to and including Expulsion depending upon the severity and police referral.**

INSUBORDINATION - the failure of a student to obey, comply with, or carry out a reasonable request/directions from an administrator or any staff member. Single acts of gross insubordination (including extreme acts of disrespect towards staff) will carry penalties significantly greater than those listed below.

Consequence: **First Offense - 1 day or more In-School Suspension or Out-of-School Suspension with parent reinstatement conference depending upon severity.
Second and Subsequent Offenses - 3 days or more of ISS or OSS with parent reinstatement conference depending upon severity.**

LITTERING - deliberately throwing or scattering rubbish, trash, paper, waste, etc. on school property.

Consequence: **First Offense - 1 day In-School Suspension.
Second Offense - 3 days In-School Suspension.
Third Offense - 3 days Out-of-School Suspension, parent reinstatement conference.**

CRIMINAL SEXUAL CONDUCT - committing the act of criminal sexual conduct on district grounds, in district buildings or at district or school sponsored events.

Consequence: **Expulsion and police referral.**

DISORDERLY CONDUCT - any conduct in or around the building which is dangerous or disruptive. This is to include, but is not limited to, classroom misconduct, misconduct during an assembly, throwing snowballs, stones, or other objects; pushing; shoving; shouting; or use of obscene language, gestures or racial slurs.

Consequence: **First Offense - 1 day In-School Suspension. Second and Subsequent Offenses - 1 day or more of ISS, OR 1 day or more of OSS with parent reinstatement conference depending on the severity, OR placed on discipline probation.**

EXAM ABUSE - misuse, distribution, duplication or possession of a semester exam or answers to a semester exam

Consequence: **First Offense - failure of the exam and 3 days In-School Suspension.**

EXTORTION - obtaining money or property (something of value) from an unwilling person by either physical force or intimidation.

Consequence: **First Offense - 1 day Out-of-School Suspension and parent reinstatement conference, plus possible police referral. Second Offense - 3 days Out-of-School Suspension; parent reinstatement conference; and referral to police. Third Offense - recommended for Expulsion and police referral.**

FALSE ALARMS - activating the fire alarm system in any school building or on school property and/or reporting a fire or other threat when none exists. (Also see Bomb Threats)

Consequence: **First Offense - 5 days Out-of-School Suspension; parent reinstatement conference; and police referral. Second Offense - Possible Expulsion (indefinite suspension pending expulsion proceedings) and police referral.**

FIGHTING - the act of provoking a fight or engaging in physical contact in which blows are struck or exchanged with another person in school, on school property, going to or from school, or at any activity under school sponsorship.

Consequence: **First Offense - immediate OSS for the remainder of the day and 2 days of ISS/OSS (depending on circumstances), parent reinstatement conference, and possible police referral. The student must attend a conflict resolution session with a counselor. Second Offense - 3 days Out-of-School Suspension and parent reinstatement conference. Third Offense - recommended for Expulsion.**

METHOD TO DETERMINE HONOR ROLL

		EXAMPLE	EXAMPLE	EXAMPLE
GRADE	POINTS	STUDENT A	STUDENT B	STUDENT C
A	12	A 12	A 12	B+ 10
A-	11	A- 11	A 12	C 6
B+	10	A 12	B- 8	C+ 7
B	9 <small>Qualifies</small>	A 12	B+ 10	A- 11
B-	8 <small>Does Not Qualify</small>	A 12	C+ 7	C+ 7
C+	7	C+ 7		A 12
C	6	66 divided by 6	49 divided by 5	53 divide by 6
C-	5	= 11	= 9.8	= 8.8
D+	4	Qualifies	Qualifies	Does not Qualify
D	3			
D-	2			
E	0			

HUMAN DIVERSITY

In recognition and appreciation of human diversity which characterizes and provides a unique identity to the Marquette community, the Marquette Board of Education is committed to treating all persons affiliated with the school system with respect and dignity. Furthermore, the Board of Education welcomes all community members to participate in and contribute to the programs, services and opportunities the district offers regardless of a person's sex, religious preference, racial/ethnic heritage, socioeconomic status, age, handicap, sexual orientation, or level of educational attainment.

ILLNESS and INJURY IN SCHOOL

If a student is sick or injured, the student must check in with the High School Office secretary. Before a student leaves school, a parent/guardian or responsible adult must be notified by office personnel regarding the situation. Ill students who leave the building without signing out in the High School Office will be unexcused and are subject to being assigned Saturday School.

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

INCOMPLETE GRADES

Students unable to complete coursework on time due to extenuating circumstances may receive an incomplete grade (I) on their report card. A student must complete the required work within 10 school days or the "I" changes to an "E". Students receiving an "I" may be excluded from the Honor Roll.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building Principal to inquire about evaluation procedures and programs.

LOCKERS

The assignment and use of lockers is a privilege at Marquette Senior High School.

The school is not responsible for items lost or stolen.

Administration reserves the right to search student lockers and their contents at any time.

Most students will be assigned the same individual locker for all four years of high school. Combination locks are installed and combinations should be safeguarded to protect books, other school materials and personal belongings.

1. Students are responsible to keep their lockers neat and clean.
2. Avoid slamming of locker doors.
3. Fines will be assessed for gross mistreatment or damage to lockers.
4. Report locker problems to the High School Office.
5. Padlocks are not permitted on the lockers.
6. **Students are NOT to keep their belongings in another student's locker or share combinations.**
7. Locker clean-out will be held periodically to ensure that lockers are being used for their intended purposes.
8. A \$5.00 cleaning fee will be assessed for lockers not completely emptied at the end of the school year.

LOST AND FOUND

Report all articles lost, missing, or stolen to the High School Office. Articles that are found are to be brought to the High School Office. Marquette Senior High School is not responsible for any lost or stolen items.

LUNCH PRICES AND LUNCHROOM REGULATIONS

Marquette Senior High School offers breakfast (which includes a variety of daily choices including fruits, juices and milk) on all school days and lunch (which includes a variety of daily choices, a salad bar and milk) on all full school days. The Marquette Area Public Schools district has implemented a computerized meal tracking system, set up as a family debit account. A deposit must be made in your family account to begin purchasing breakfasts, lunches or snacks. The option to pay on-line is available and can be accessed on maps.org. It is called PaySchools and you would use your child's lunch PIN to enter payments. Cost of breakfast, lunch and milk for one day will be \$1.25 for breakfast, \$2.50 for lunch and \$0.30 for milk. All students will use the PIN issued to them previously at Bothwell, or will be issued one upon enrollment at MSHS. **PIN numbers are required to purchase a meal**, unless paying in cash. Student meals may be purchased in any amount. No credit will be extended at the high school. Account balances can be checked daily in the cafeteria or by using the Family Access on-line information system. Those qualifying for free or reduced lunch may obtain application forms through the High School Office. For details on district policy, call Peggy Mullen, Director of Food Services at 225-4245.

Lunchroom regulations are as follows:

1. Students will enter their PIN number at the end of the lunch line.
2. Loud, boisterous talking and misbehavior (i.e. throwing food, cutting in lunch line) is not permitted.
3. Before leaving the lunchroom students must clean debris from table, place waste paper and milk cartons in waste basket.
4. Eating lunch or loitering in a parked car or in the parking lot is prohibited.
5. Food and beverages are to be consumed on the sportsdeck, outside or in the cafeteria. Other areas may be designated by administration.

For more language, see district policies and procedures.

Consequence:

First Offense – 1 day In-School Suspension.

Second and Subsequent Offenses – 1 day or more of In-School Suspension, OR 1 day or more of Out-of-School Suspension with parent reinstatement conference depending on the severity, OR placed on disciplinary probation.

CELLULAR PHONES & ELECTRONIC COMMUNICATION DEVICES -

- A. Students are prohibited from using cell phones or other electronic communication devices (ECDs) or having them “On” during the school day. This includes lunch periods and passing periods. “Using” refers to, not only making and/or receiving of calls, but also using the cell phone or ECD for any other purpose.
- B. Students are prohibited from carrying their cell phones or ECDs at any point during the school day. Cell phones brought on school property must remain in the student's assigned school locker (no gym locker) or in their vehicle.
- C. Cell phones or ECDs may not be “On” or otherwise used in the school locker rooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones.
- D. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Consequence:

**First Offense - Confiscation of device until picked up by a parent.
Second Offense - Confiscation of device until picked up by a parent and (1) day of In-School Suspension.**

Third Offense - Confiscation of device for (3) school days or (3) days of Out-Of-School Suspension.

Fourth Offense - Confiscation of device for (5) school days or (5) days of Out-Of-School Suspension.

Fifth Offense - Confiscation of device for (10) school days or (10) days of Out-Of-School Suspension.

Cell phones will not be returned until the end of the school day. Confiscation of a cell phone includes the cell phone, battery and SIM card. Failure to comply will result in insubordination.

If a student is found in possession of a cell phone during a test, exam or assessment, s/he will fail the test, exam or assessment, in addition to the consequences listed above.

CHEATING/ACADEMIC DISHONESTY/PLAGIARISM - may be defined, but is not limited to, a student who submits the work of another person/source/publication, whether authorized or unauthorized, for the purpose of personal academic gain.

Consequence:

First Offense - Student will receive a zero for the classroom assignment/project/test, and a referral will be made to the assistant principal.

Second and Subsequent Offense - (1) day or more of In-School Suspension.

Harassment

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.

Harassment may include, but is not limited to:

- A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal communication or physical conduct of a sexual nature when:

- A. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or advancing employment, academic progress, or participation in a school-related program or activity; OR
- B. Submission to or rejection of such conduct or communication is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct or communication is used in evaluating the individual's performance within a course of study or other school-related program or activity; OR
- C. Such conduct has the purpose or effect of substantially interfering with an employee's work performance or a student's education performance, or creating an intimidating, hostile or offensive work or learning environment.

ACTION - When an employee, student, Board member, volunteer or agent of the District believes he/she has been subjected to sexual harassment by another, the incident should be reported to:

- The student's school counselor or building administrator; or
- The individual's immediate supervisor, building administrator or Human Resources Manager in Central Administration.

Hazing

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

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

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

MEDICATIONS

All medications (prescription and non-prescription/over-the-counter medications, inhalers and Epi-pens) must be registered with the principal's office.

Any student who distributes a medication of any kind to another student or is found in possession of medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

NATIONAL HONOR SOCIETY

Students become eligible for the National Honor Society after the first semester of their sophomore year, after the first semester of their junior year and after the first marking period of their senior year. Those students who maintain a **3.5 GPA** or better are considered for selection to the Honor Society. Students will be notified of their eligibility and will need to fill out paperwork identifying their previous experience in leadership and service. After an anonymous evaluation and approval by the Faculty Council, students will be notified of the results. Each part of this process must be met for a student to be selected to the National Honor Society.

NCAA CLEARINGHOUSE ATHLETIC REQUIREMENTS

If students wish to participate in Division I or Division II athletics after high school, they must be certified by the NCAA Clearinghouse. Information and application materials are available online at www.ncaaclearinghouse.net. Be sure to check the NCAA for current information as you complete your high school course selections. It is recommended that students begin the Clearinghouse process during their junior year in high school.

PARKING

The ability to park in the MSHS parking lot is a privilege. Students are not allowed to park on school property during the school day without a parking permit. Vehicles not registered in the parking lot will be ticketed or towed. Eligible students must purchase and display a parking sticker for \$45.00. **PERMITS ARE NON-TRANSFERABLE AND ARE ONLY TO BE PLACED IN VEHICLES THEY ARE REGISTERED TO.** Permits not properly displayed or applied will be considered invalid.

Students are not to be sitting in parked cars during the school day or during the lunch period. **Vehicles parked on school grounds may be subject to search if the administration has grounds to suspect that vehicles contain drugs, alcohol, weapons, or other items constituting a violation of school rules or the law.** Students should park in designated areas only. Failure to properly park will result in a parking ticket or towing of the vehicle.

Refer to reckless driving on page 25.

Students with excessive absences from the previous school year will not be eligible to purchase a parking permit.

PERSONAL CURRICULUM (PC)

The PC is a mechanism to modify specific graduation requirements based on the individual learning needs of a student. The intent of the PC option is to assure the relevance of the student's course of study and facilitate the achievement of postsecondary goals. The use of the PC option should be the exception as the intent of the graduation requirements is to provide a rigorous and relevant curriculum for all students who will obtain a high school diploma. For more information go to <http://mdepersonalcurriculum.wikispaces.com> or contact your guidance counselor.

PERSONAL MUSICAL DEVICES

Personal music devices, including but not limited to radios, iPods, cassette recorders, personal DVD and CD players are permitted before school, lunch, and after school provided they are used with headphones. Music devices that have cell phone capabilities are considered a cell phone and are not permitted during the school day (see page 22, Cellular Phones.) The school is not responsible for lost, stolen, or damaged equipment.

PERSONAL PROPERTY

Students should not carry money or valuables to school unless there is a definite need. To a few students, knowledge that some other student has money in a locker, desk, wallet, or purse, is an invitation to steal. In the athletic locker rooms, it is necessary that locks be placed on lockers. The school is not responsible for any lost, stolen or confiscated property.

RENAISSANCE PROGRAM

Redmen Renaissance is a program designed to encourage excellence by recognizing and rewarding achievement and improvement in academics, citizenship and attendance. The program is based on incentive cards which provide discounts and other benefits through partnerships with local businesses.

Criteria for incentive cards:

Blue Card:	4.0 or above OR improve GPA by 1.0
Red Card:	3.5 or above OR improve GPA by .5
White Card:	3.0 or above OR improve GPA by .3
Yellow Card:	Perfect attendance
Green Card:	All 1's in citizenship

*Students will not qualify for any card if they receive more than one "3" or lower in a classroom citizenship grade.

SIGNS AND POSTERS

All signs and posters posted in the school must be approved by the High School Office. Classes, organizations, or individuals who put up signs or posters are responsible for their removal once the event is over. Approved signs and posters are to be posted on bulletin boards only.

STUDENT APPEALS PROCESS

See Due Process (page 18).

STUDENT CONCERNS AND SUGGESTIONS

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

STUDENT EMPLOYMENT

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

STUDENT ID CARDS

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (POLICY

5517.01) – The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function; or in a school vehicle.

Any person who believes s/he is the target of bullying or any other aggressive behavior must contact the building principal.

Bullying

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying behaviors may include, but are not limited to the following types of conduct:

Verbal: name-calling, teasing, taunting, threatening, and gossiping.

Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure.

Physical: any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting, tickling, throwing of objects, spitting.

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610/01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

Parents wishing to appeal a suspension must do so within two (2) school days after the receipt of suspension notice. The specific reason(s) supporting the request for an appeal must be in writing (not e-mail) and submitted to the principal.

THE FOLLOWING INFRACTIONS ARE SERIOUS ENOUGH IN NATURE TO WARRANT AN IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION:

ALCOHOL/DRUGS/PARAPHERNALIA - The use, possession, sale, purchase, distribution and/or being under the influence of illegal substances, mind-altering substances, inhalants, prescription, non-prescription (over-the-counter) medications, including look-alikes, is prohibited.

If a student is in violation in a school building, on school grounds, at a school-related activity (includes but is not limited to athletic events, home and away, dance, field trips) or on school transportation, the student shall be suspended or expelled.

ARSON- the deliberate burning or attempt to burn any part of any building or property belonging to, rented by, or on loan to the school district or property (including automobiles) or persons employed by the school or in attendance at the school.

Consequence: **First Offense - Expulsion as prescribed by state law and police referral.**

ASSAULTS – PHYSICAL

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. If a pupil commits a physical assault at school (in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises) against a person employed by or engaged as a volunteer or contractor by the School Board, the pupil shall be permanently expelled and a police referral will be made.

If a pupil commits a physical assault at school (in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises) against another student, the student shall be suspended or expelled up to 180 school days and a police referral will be made.

BOMB THREATS – if a pupil makes a bomb threat or a similar threat directed at a school building, other school property, or a school related event, the School Board shall expel the pupil from the school district up to 180 school days, and make a police referral.

Students will need an ID card to obtain books. Students will be charged \$3.00 for an ID replacement card.

STUDENT RESOURCE CENTER (SRC)

1. The student resource center (SRC) hours will be posted at the beginning of the school year and are subject to change during the year.
2. Students wishing to use the SRC during regular class periods must get permission from their classroom teacher and the SRC staff.
3. Most books may be checked out for three weeks. Books may be renewed at the check-out desk or by phone (225-5363). Lost or damaged materials must be paid for before the end of the school year.
4. Reference books and books placed on reserve may be checked out overnight. A fine will be charged for those materials not returned before 7:30 a.m. A fine will be assessed for each overdue book.
5. Computers are to be used for research and word processing only.
6. Food and drink are not allowed in the SRC.

TECHNOLOGY

Acceptable Use Policy (See Appendix A).

TELEPHONES

Students needing to communicate with parents may use the phone in the high school office. Only **emergency** messages from a parent or guardian will be delivered to a student.

TESTING OUT OF HIGH SCHOOL COURSES - Parents and students should refer to MAPS School Board Policy #5461. Deadlines for submitting testing out requests to the principal are April 15th and December 1st. All requests must be submitted on Form F which can be obtained in the guidance office.

VISITORS

To avoid classroom disruptions, visitors must follow the guidelines below:

Any person other than Marquette Senior High School students, staff, or Board of Education personnel is regarded as a visitor and must report to the High School Office upon entering the building.

Parents are welcome to visit provided their presence does not interfere with the educational process. Parents must register in the High School Office when they enter. Parents must call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet.

High school aged visitors are permitted to visit in the classrooms on a limited basis. Prior approval by a building administrator is required. Visitors younger or older than high school-aged students are prohibited from visiting.

WITHDRAWAL FROM SCHOOL

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

When it is necessary for a student to withdraw from school, the student must:

1. Obtain a withdrawal form from the Guidance Office.
2. Obtain signatures from his/her teachers and the librarians indicating that obligations have been

- met.
3. Obtain signature of parent.
 4. Return books, keys, and other school property, along with the completed withdrawal form, to the Bookstore or the High School Office.
 5. Clean out locker.

Once a student has made a decision to withdraw from school, that decision is irrevocable and the student can reapply for enrollment the following semester with his/her assistant principal.

CODE OF STUDENT CONDUCT

For student conduct purposes:

Sarah Kemppainen, Assistant Principal (225-5351) will work with students whose last name begins with A - K.
Tim Schultz, Assistant Principal (225-5352) will work with students whose last name begins with L - Z.

Discipline, combined with due process, shall be administered in a consistent, fair and reasonable manner to ensure that our students conduct themselves in a socially acceptable manner. Discipline may include, but is not limited to: After School Detention, Academic Support, In-School Suspension, Out-of-School Suspension, Saturday School, Disciplinary Probation, or Detention Days after the school year is completed. Our primary purpose is to help students adjust to standards and structures that they may encounter in community life, as well as in school.

The student rules and regulations are in effect for students while they are at any Marquette Area Public school, on school property, on school transportation, traveling to and from school, or at school sponsored activities home and away (dances, athletic contests, etc.).

It is the responsibility of every student and parent to become familiar with the school rules and regulations. The excuse of not knowing a rule or procedure is not acceptable.

Although the rules may not address themselves to all situations students may face, it is expected that all students will exercise common sense concerning their conduct in the school buildings, on school property and at school sponsored activities.

Extreme cases of a rule violation may warrant consequences greater than the minimums listed in this discipline code. Students with multiple offenses in separate categories are subject to consequences greater than listed.

In addition to the Student Code of Conduct, athletes are also subject to the School Athletic Code.

Marquette Senior High School complies with state law in reporting all violations of Michigan law to local police agencies.

The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which requires that:

Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).

In the view of the Michigan Department of Education, the "school record" referred to in section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

DISCIPLINE CODE

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is a discipline consequence in which a student is assigned to spend the entire school day, including the lunch period, in one room which is supervised by a school staff member. The students' teachers may send class work to ISS, Room 249, and the student is expected to complete all class assignments during the day, plus a special ISS written assignment. Students are not permitted to sleep, communicate with other students, or leave the room without permission. Violations will result in a reassignment of ISS or OSS. Other rules and requirements for ISS are provided in writing to those assigned.

The objectives of ISS are:

1. To provide an alternative to Out-of-School Suspension.
2. To help students develop self-discipline.
3. To provide social isolation for students guilty of disciplinary offenses, while enabling them to continue to participate in the school's instructional process.
4. To gain knowledge about factors contributing to discipline-related problems.

Late arrivals will receive an after school detention the next school day equivalent to 30 minutes plus time missed. Transportation home will be the responsibility of the student. ISS will not be considered served until all work assigned by ISS coordinator and teachers has been completed.

Offenses typically assigned ISS will be assigned OSS towards the end of the school year when ISS is no longer scheduled.

OUT-OF-SCHOOL SUSPENSION

A student who receives an Out-Of-School Suspension (OSS) is not allowed to attend classes, extra curricular activities or any other school event or function or be on school property for the specified period of time. This includes the time from notice of suspension to the first day of the suspension. For each OSS a reinstatement conference will be held involving the student, the parent and the appropriate high school administrator. The student cannot return to school until the reinstatement conference is held. Students are allowed to make up school work missed during the suspension unless the day out is due to a missed Saturday School.

DUE PROCESS RIGHTS (MAPS BOARD POLICY #5611)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- A. Students subject to short-term suspension:
A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.
- B. Students subject to long-term suspension and expulsion: