

2020-21 Student/Parent Handbook



MATTAWAN HIGH SCHOOL

2020-21

“Maximum Effort Toward Excellence...with Mattawan Pride”

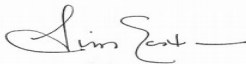
Dear Students:

On behalf of the faculty, staff, and administration, I welcome you to a year of new challenges and opportunities. Mattawan High School has a long tradition of excellence that permeates throughout our curriculum and student activities. Year after year our students demonstrate a commitment to upholding the high standards that have been set by previous graduates. We encourage you to become involved and to prepare yourself academically and socially in order to be able to take an active role in our society. Teachers, counselors, support staff and administrators stand ready to assist and guide you throughout this year.

This student handbook is published to clarify and answer many of the commonly asked questions about life at Mattawan High School. This handbook will assist you in your attainment of knowledge and understanding of the mission, ideals, rules, and regulations of our school. Students and parents should read, understand and abide by the information in this handbook in order to better understand the rights and responsibilities of a student at Mattawan High School.

Mattawan High School is one of the finest high schools in the State of Michigan. It is now your turn to continue the “Tradition of Excellence.” Best wishes for a positive and productive school year! Please be in contact if I can be of assistance.

With Mattawan Pride,



Tim Eastman, Principal

Student/Parent Handbook Points of Emphasis for 2020-21

BUILDING ACCESS/SECURITY/STUDENT IDENTIFICATION. In order to maintain a safe and secure building, students must be in possession of their school ID at all times. Students will be required to show their school ID when entering the building during school hours. Students may not be allowed to enter the building during the school day without their ID. During school hours, students should only enter through the main lobby doors. Students shall not provide access to others by the opening of the locked, secure doors. Students may face disciplinary consequences if they are found to have provided unauthorized access to the school building.

BULLYING/HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence,

causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager(s):

Jay Lerner
Assistant Superintendent
Mattawan Consolidated School
56720 Murray St.
Mattawan, Mi. 49071
(269)668-3361 x1770

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

CLOSED CAMPUS. Mattawan High School is a closed campus. Students may not leave campus at anytime during the school day without permission, including lunch.

RECORDING AGGRESSIVE ACTS (Verbal or Physical) BETWEEN STUDENTS or STUDENTS AND STAFF

Mattawan takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days depending on the severity of the altercation, the student's school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member.

MOTOR VEHICLE PRIVILEGES. Prior to operating a motor vehicle on school property, a student must complete the Student Motor Vehicle Operation form. A student who operates a vehicle on school property is considered to have given consent to search of the vehicle with or without cause by school officials or police officers. Search may include, but not limited to, the passenger compartment, engine compartment, trunk and all other areas and containers, locked or unlocked in the vehicle. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle.

RESTORATIVE JUSTICE. A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Superintendent, along with the Building Administration, shall consider the following factors:

- A. the student's age

- B. the students's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent, along with the Building Administrator, will exercise discretion over whether or not to suspend or recommend expulsion a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent, along with the Building Administration, can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent, along with the Building Administration, will still consider the factors.

SIGN IN/SIGN OUT. When arriving late to school, the student must sign in at the main office. When leaving early for an appointment, the student must sign out at the main office. Verification of the student's absence needs to be presented for the absence to be excused. Unexcused absences will result in disciplinary action.

STUDENT ACTIVITY ATTENDANCE. To be eligible to compete or participate in a student activity, including athletics, fine and performing arts, clubs and organizations, the participant must be in attendance at every class during the day of the event unless prior approval is received from an administrator. Receiving an unexcused absence in a class during the day renders a student ineligible to participate in school sponsored activities for the remainder of that day.

VAPING

Possession of E-Cigarettes/Vaping. Pursuant to Board Policy 5512 and to **State law**, the District prohibits the use or possession of all electronic nicotine delivery systems, including, but not limited to, electronic cigarettes, vape pens, vaporizers, and atomizers, in District buildings, on District property, on District busses or vehicles, and at any District-related event. Any student who uses or possesses an electronic nicotine delivery system including the components, parts, or accessories of the electronic nicotine delivery system, as defined by Board, will be subject to school discipline and **police referral (minors)**.

Possession and/or use of E-Cigarettes, Vape Pens (Electronic Nicotine Delivery Systems) or their components is prohibited. The Youth Tobacco Act 31 of 1915 has been updated to include: "... a minor shall not possess or attempt to possess a vapor product or alternative nicotine product. An individual who violates...is responsible for a state civil infraction or guilty of a misdemeanor...". Update on how the school will work with students who have been found to be vaping or in possession of a vaping device. Educational piece. This is also to inform you that, as of September 2, 2019, legislation was put into place that calls for our school resource deputy to serve a citation to a student in this position. This citation represents a civil infraction that will then be determined by the court as to the final amount to be paid. 1st offense – No more than \$50.

These items are those that have the most impact on student life at Mattawan.

Classroom Disruptions (Items that harm the learning environment and could lead to removal from the classroom or the social body)	Suspendable Offenses (Items that could lead to removal from the school building)
<ul style="list-style-type: none">• Cell phones (technology misconduct)• Disrespect• Insubordination• Coming to class unprepared• Failure to have student ID	<ul style="list-style-type: none">• Vaping/E-Cigarettes and Related Paraphernalia (Initial 2 day suspension and police referral)• Drugs and Alcohol (Initial 4 day suspension)• Harassment (Including off-campus and social media) (Initial 1-3 days suspension)• Physical Confrontation/Altercation (Initial 3 day suspension)• Video Recording of Incidents (Initial 1-5 days suspension)• Weapons (Indefinite suspension)

TABLE OF CONTENTS

ACCESS TO STUDENT RECORDS	10	GRADUATION	28
ADMINISTRATION	8	HALL PASS	29
ADULT IN CHARGE	10	HONOR POINTS	29
ADULT STATUS	10	INJURY/ILLNESS	29
ARMED FORCES RECRUITING	10	LAW ENFORCEMENT AGENCIES	30
ATTENDANCE	11	LOCKERS	30
AUTOMOBILE USE	13	LOST AND FOUND	30
BUILDING ACCESS/SECURITY	14	MASCOT	7
BULLETIN BOARD/POSTERS/SIGNS	14	MEDIA CENTER	30
BULLYING AND HARASSMENT	14	MICHIGAN MERIT EXAM	30
BUS TRANSPORTATION	16	NATIONAL HONOR SOCIETY	30
CITIZENSHIP & SCHOOL CULTURE	16	NON-DISCRIMINATION STATEMENT	30
CLASS OFFICERS	16	RECOGNITION/STUDENT ACHIEVEMENT	31
CLOSED CAMPUS	17	RESTORATIVE JUSTICE	18
COLORS	7	SAFETY SUPERVISOR	32
COMMUNICATIONS	17	SCHEDULING	32
COUNSELING/SOCIAL WORKER SERVICES	17	SEARCH AND SEIZURE	33
CREDIT THROUGH EXAMINATION (TESTING OUT)	17	SENIOR TRIP	34
DAILY TIME SCHEDULE	7	SPORTSMANSHIP	34
DEFINITIONS OF INFRACTIONS	21	STUDENT ACTIVITIES	35
DISCIPLINE	18	STUDENT APPEARANCE	36
DISTRICT BELIEF STATEMENTS	7	STUDENT CONCERNS, SUGGESTIONS & GRIEVANCES	36
DISTRICT MISSION STATEMENT	7	STUDENT VALUABLES	37
DISTRICT VISION STATEMENT	7	TECHNOLOGY CENTER SCHEDULE	7
DUE PROCESS RIGHTS	25	TECHNOLOGY USE POLICY	37
ELASTIC CLAUSE	25	TELEPHONES	38
ELECTRONIC DEVICES	26	TEXTBOOKS AND OBLIGATIONS	39
ELECTRONIC DEVICES and RECORDING	26	TRANSFER OR WITHDRAWAL	39
ELEVATOR USE	27	VISITORS	39
EMERGENCY DRILLS	27	WORK PERMITS	39
FACULTY AND ASSIGNMENTS	8		
FIELD TRIPS (SCHOOL SPONSORED)	27		
FIGHT SONG	7		
FINAL EXAMS	27		
GRADES & GPA	27		

SCHOOL COLORS: Blue and Gold

MASCOT: Wildcat

FIGHT SONG

Fight on our Mattawan - Never, never yield.
The blue and gold - We proudly hold
As we march down the field. Rah! Rah! Rah!

Our team is here to win - No foe do we fear
FIGHT! FIGHT! For Mattawan.
Hear our cheer! RAH!

District Mission Statement

Every child has a right to be connected.
Every child has a right to intellect.

District Vision Statement

A collaborative learning community in which every
individual is valued, engaged and connected.

District Belief Statement

Continually improve. Collaborate and communicate.
Focus on learning and achievement. Nurture and
maintain a positive school culture.

TECHNOLOGY CENTER SCHEDULE

	A.M.	P.M.
Leave Campus	7:30 am	11:30 am
Arrive Tech Center	8:00 am	11:55 am
Leave Tech Center	10:25 am	2:05 pm
Arrive Campus	10:55 am	2:40 pm

ADMINISTRATIVE TEAM

High School Phone: 269.668.3361 ext. 8300

Mr. Randy Fleenor – Superintendent: ext. 1700 – rfleenor@mattawanschools.org

Mr. Timothy Eastman – Principal: ext. 1280 – teastman@mattawanschools.org

Mr. Chad Yager – Director of Student Activities: ext. 1287 – cuyager@mattawanschools.org

Mr. Gregory Mickelson – Dean of Teaching & Learning: ext. 1282 – gmickelson@mattawanschools.org

Mr. Jonathan Waldron – Dean of Teaching and Learning: ext. 1283 – jwaldron@mattawanschools.org

MATTAWAN BOARD OF EDUCATION

Onur Arugasian – oarugasian@mattawanschools.org

Maureen Ford – mford@mattawanschools.org

Shari McGrath – smcgrath@mattawanschools.org

Bruce Miller – bmiller@mattawanschools.org

Mark Noffsinger – mnoffsinger@mattawanschools.org

Ted Roethlisberger – troethlisberger@mattawanschools.org

Scott Sylvester – ssylvester@mattawanschools.org

FACULTY AND ASSIGNMENTS

Counselors	Mr. Scott Banghart, Mrs. Debbie Hindman, Ms. Alaina Scott
English	Mr. Brian Bierenga, Mr. Alan Blanchard, Mr. Matt Boven, Mrs. Lori Fulton, Mrs. Jamie Harvey, Mrs. Amanda Jenrich, Mrs. Kimberly Kutzt, Ms. Sarah Mazure, Mrs. Jennifer Nyberg, Mrs. Kendal Pestun, Mr. Quentin Solis, Mr. Wade Waldrup
Applied, Fine and Performing Arts	Mr. Bill Boswell, Mr. Matt Boven, Mr. Jarrod DeGroff, Mr. David Hook, Mrs. Beth Jonker, Ms. Lesley Ptacek
Foreign Language	Ms. Denise Brill, Ms. Ashley Counterman, Mr. Elisha Dryden, Mrs. Amanda Vargas
Life Management and Wellness	Mr. Kirt Brown, Mr. Ryan Brown, Mrs. Dana Cooper, Mr. Jarrod DeGroff, Mrs. Joanna Hall, Ms. Liz Henk, Mr. Matt McNulty
Mathematics	Mr. Brian Bierenga, Mr. Bradley Birnbaum, Mrs. Teri Clark, Mrs. Sarah Culver, Mrs. Nancy Garman, Mr. Rob Kutzt, Mrs. Jamie Lee, Mrs. Kate Maurer, Mrs. Erin McKale, Ms. Steffin Messer, Mr. Adam Shockley, Mrs. Nicole Willit,
Media Specialist	Mrs. Sandie McGehee
PALS	Mrs. Roberta Flachier

Science	Mr. Andy Beall, Mr. Bradley Birnbaum, Mrs. Rachel Haas, Mrs. Angela Halloran, Ms. Steffin Messer, Mrs. Heather Reeves, Mrs. Katie Schram, Mrs. Kelsey Shoemaker, Mrs. Jody Tuls
Social Studies	Ms. Denise Brill, Mr. Kirt Brown, Mr. Ryan Brown, Mrs. Jennifer Bussies, Mr. Jeff Butler, Mr. Jordan Moyle, Mr. Jayce Pilar, Mr. Corey Price, Mrs. Ashley Stack, Mr. Matthew Stephens, Mr. Wade Waldrup, Mr. Troy Wright
Social Worker/Interventionist	Mrs. Roberta Flachier
Special Education	Mrs. Cecelia Davis, Mrs. Kate Galla, Mrs. Kelsi Hiester, Mrs. Melia Phelps, Ms. Kristi Sanderson

ACCESS TO STUDENT RECORDS

Parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1994, to examine official records, files and data of the school district directly relating to the student. They also have the right to challenge these records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, are established by the Board of Education and will be made available upon request.

No educational records, files or data directly relating to an individual student shall be made available to anyone without the notification and consent of the student or the parents or guardian of a student under 18, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; or unless (2) there has been a federal request for submission of student records in connection with armed forces recruiting or the student's application for financial aid. If a student intends to enroll in a different school, records will be sent to that school only after parental of student consent is granted.

ADULT IN CHARGE

The designated adult in charge (i.e., teacher, substitute, bus driver, coach) will have primary responsibility for student behavior. The adult in charge will make clear their expectations for students and the obligation to assign reasonable consequences for inappropriate student behavior. If a student's behavior is such that s/he must be removed from a given setting and/or referred for administrative intervention, effort will be made to involve the parent(s) and auxiliary personnel when appropriate. Students who are asked to leave for administrative intervention must report immediately to the main office.

ADULT STATUS

A student, upon reaching 18 years of age, may establish adult status by completing the proper paperwork in the office. Circumstances where this would appear most appropriate are when a student is residing and financially supporting him/herself in a manner which is independent from guardian or parental assistance. The school will provide formal notification to the parent/guardian(s) of students who have requested adult status. The school reserves the right to contact parents at any time when the school deems it necessary. Declaration of adult status does not exempt the student from school policies and rules that apply to all students, with the following exceptions:

- Have the same privileges as parents to gaining access to one's own records.
- Represent themselves during disciplinary conferences and attendance hearings.
- Receive their own grade reports, if requested.

ARMED FORCES RECRUITING

The United States Armed Forces recruiters, including their reserve component and United States Coast Guard, have a right to access the high school campus and to student directory information, as is provided to other entities offering educational or employment opportunities to students. If a student or the parent guardian of a student submits a signed, written request to the school that indicates that s/he does not want the student's directory information to be accessible to official recruiting representatives, including the armed forces of the United States and the service academies of the armed forces of the United States, the school shall not allow access to the student's directory information. Annually the administration will notify male students age eighteen (18) or older that they are required to register for the selective service. The Director of Student Activities will assist students through the registration process.

ATTENDANCE

One of the desired educational outcomes of the District is for students to have the prerequisite knowledge, attitude, and skills with which to enter the workforce. These learning outcomes for each course of study are established so students can demonstrate both willingness and ability to be punctual, to be present regularly at the learning site, to participate in the learning activities, and to complete assignments on time as directed.

- A. Need for Good Attendance. Optimum learning occurs through a process of continuity of instruction, classroom participation, unique learning experiences and appropriate application of concepts. Regular attendance is necessary to meet all of these requirements. Students and parents are responsible for assuring consistent daily attendance. State law and Board of Education policy require daily school attendance except in cases of illness or other situations that would be interpreted as an excused absence.
- B. Definition of Attendance Codes.
1. Present (P) shall mean when a student attends a minimum of 50 minutes of instruction in a given class.
 2. School Business (SB) – Shall be any absence that occurs when authorized by a school administrator or designee. School business includes but is not limited testing, PALS, field trips, student activities, Technology Center visits, Senior Seminar mentoring, and Teen Heart. Absences from school for school business reasons will not count toward a student's total accumulated absences in any course. Students are responsible for any work that occurred during the time of the absence.
 3. Excused Absence (AE) shall be an absence for which school approval has been granted based on compliance with applicable policies and procedures. This absence will typically be excused verbally or in writing by the parent/guardian. Excused absences include illness, bereavement, medical and court appointments, and prearranged absences (i.e., family vacations). Excused absences will count toward a student's total accumulated absences in each course.
 4. Unexcused Absence (AU) shall be an absence which is not approved based on compliance with applicable policies and procedures including but not limited to a deliberate absence without the knowledge or consent of a parent or school employee, leaving class or the building without first receiving permission from a teacher/office staff, oversleeping, missing the bus, arriving to class over 10 minutes late, and every third tardy to a class. Unexcused absences will count toward a student's total accumulated absences in each course.
 5. Tardiness (T) shall be when a student arrives to class after the bell, but less than ten (10) minutes late.
 6. Time-Out (TO) shall be when a student is sent to the office or ISR by the adult in charge of the class to minimize disruption, and/or provide a respite before resolving an issue.
 7. In-school Restriction (IS) - Shall be when a student is assigned to the in-school restriction room either for the hour, the day, or possibly several days. Time spent while attending in-school restriction will not count toward a student's total accumulated absences in any course. Students will receive full credit for any work that is assigned while assigned to in-school restriction.
 8. Out-of-School Suspension (OS) – Shall be when a student is assigned to out-of-school suspension for a period of time. Time spent while out-of-school due to suspension will not count toward a student's total accumulated absences in any course. Students will receive full credit for any work that is assigned while serving an out-of-school suspension.
- C. Reporting Absences. The following procedure should be followed to excuse an absence:
1. The parent should phone the High School Office (668-3361, extension 8300) prior to 8:45 am on the day of the absence.

2. If a parent/guardian does not communicate by phone or in person, and the attendance secretary is unable to reach a parent/guardian, the student should present a written statement and/or confirmation of the cause of the absence to the office on the first day the student returns from the absence. An absence will be considered unexcused if the student does not present written documentation within two school days of returning to school. Notes should contain the following information:
 - a. Name and grade of the student
 - b. Date(s) of the absence
 - c. Specific reason for the absence
 - d. Authorized Signature

- D. Attendance Accounting Process. A consistent process of parent contact shall be used to encourage, monitor and regulate student attendance at Mattawan High School.
 1. Teachers will input attendance at the beginning of the period unless instructed to do otherwise.
 2. Individual daily attendance will be checked beginning at 10:00 a.m. for students marked absence, but whose parent/guardian has not been in contact.
 3. Notification of the accumulated absences and potential loss of credit will be communicated to a parent/guardian upon the seventh absence from a class.
 4. Upon the eleventh absence from a class, through any combination of excused and unexcused absences, including tardies, notification of loss of credit will be communicated to a parent/guardian.
 5. Students who are denied credit due to attendance will need to audit the class for the remainder of the semester to fulfill the first condition of the graduation requirement that states, "A student must be a full-time student for a minimum of four years, attempting, attending and completing classes totaling 24 credits."
 6. If the student is passing the course, the student will receive a "no credit" (NC) for the semester course. If the student is failing the course, the failing grade will stand and be entered on the student's transcript. A student with a NC recorded for a grade will not be eligible for honor roll or any other academic recognition, and may also jeopardize eligibility in student activities.

- E. Attendance Appeal. It is deemed reasonable for students not to exceed 10 absences from a class each semester under normal circumstances. If a parent/guardian feels that their daughter/son should not be denied credit for violating the attendance policy, a written appeal with verifying documentation of a serious, non-routine illness/circumstance must be submitted to the high school administration. An attendance review committee will review and discuss the written appeal, including extenuating circumstances that may have prevented the student from regularly attending class(es) to determine whether a waiver, conditional waiver, or conditional denial will be granted.

- F. Attendance Test Out. A student may earn credit in a course(s) where credit was denied by successfully testing out of a course. Testing out requires a student to pass the semester exam with a minimum grade of 77%. Where this is accomplished, the student receives credit toward graduation; however, they do not receive a letter grade. The student's transcript will denote a "Pass" (P) for credit.

- G. Student Activity Attendance. To be eligible to compete or participate in a student activity, including athletics, fine and performing arts, clubs and organizations, the participant must be in attendance at every class during the day of the event unless prior approval is received from an administrator. Receiving an unexcused absence in a class during the day renders a student ineligible to participate in school sponsored activities for the remainder of that day.

- H. Sign In/Sign Out. When arriving late to school, the student must sign in at the main office. When leaving early for an appointment, the student must sign out at the main office. Verification of the student's

absence needs to be presented for the absence to be excused. Unexcused absences will result in disciplinary action.

- I. **Prearranged Absences:** Students who know ahead of time that they will be out of school for three (3) or more days should complete a Prearranged Absence form. This form is available in the Main Office. The parent may request that teachers provide assignments to the office. The parent may pick up these assignments in the office. Pre-arranged absences are considered excused absences and count toward a student's total accumulated absences in each course.
- J. **Make-Up Work.** It is the student's responsibility to make arrangements with his/her teachers upon the first day back in class regarding making up assignments/assessments missed during the period of excused absence(s). The make-up work may not be due any earlier than the day after the student returns to class unless the student's first day of absence in a given instance occurs on a date previously announced by the teacher as a due date for a project, presentation, report, test, etc. In this case, the work may be due on the first day of return. In the event of a prearranged absence, make-up work may be required to be due prior to the absence. Students and parents are encouraged to ask a friend to take notes/collect work from a class, as well as check Power School for assignments. In addition, the parent/student are encouraged to check the teacher's google/calendar or website for assignments.
- K. **Buddy System.** Students are encouraged to use the "buddy system" in all classes. Be sure to have another student's phone number and call to discuss the assignment if you are absent. This student should also gather hand-outs which were distributed during the absence.
- L. **Technology Center Attendance.** Students who attend the Technology Center are under the same attendance expectations of Mattawan High School students. Not following this attendance policy may render a student ineligible to continue pursuing their education at the Technology Center. A student's absence must be reported to the Technology Center office at 269-674-8001.
- M. **When Parents are Out of Town.** On those occasions when parents must be out of town, they are requested to notify the school of who is responsible for their student(s) in writing.

AUTOMOBILE USE

- A. Prior to operating a motor vehicle on school property, a student must complete the Student Motor Vehicle Operation form. A student who operates a vehicle on school property is considered to have given consent to search of the vehicle with or without cause by school officials or police officers. Search may include, but not limited to, the passenger compartment, engine compartment, trunk and all other areas and containers, locked or unlocked in the vehicle. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle.
- B. The following regulations regarding the operation of motor vehicles must be followed. Any violation could result in revocation of the privilege to operate a motor vehicle on school premises and additional disciplinary consequences.
 - 1. Students are encouraged to enter and exit the high school campus via Western Avenue.
 - 2. Student may not park in the circle drive or employee lot between the middle school/high school during the school day. Student may not enter or exit the student lot south of the high school to or from Murray Street between 7:15 am-7:55 am and 2:30 pm-2:50 pm. A gate between the middle school/high school enforces this regulation. Mattawan High School reserves the right to close the gate when necessary.
 - 3. During school hours, students must park between the designated yellow lines. A student whose vehicle is illegally parked may receive a ticket from the Mattawan Police Department, a school

suspension, and/or may be towed at the owner's expense. The police will be notified when a vehicle is towed.

4. Once parked on school grounds, students are expected to vacate their vehicles. Students may not access vehicles during the school day without permission from the main office.
 6. Cars will remain locked and unoccupied during the school day and during lunch hours. Because of possible vandalism of cars, it is recommended that students take every precaution to protect their vehicle and its accessories. Mattawan Consolidated School is not responsible for theft or damage to vehicles while parked on school grounds.
 7. Vehicles must always be operated in a safe and prudent manner. Police are authorized to monitor and ticket all driving violations which occur on the Mattawan Consolidated School campus.
 8. Students who have been authorized to leave the parking lot early must leave the school grounds immediately.
- C. Loss of school driving privileges may occur for students who violate the student code of conduct (i.e., reckless driving, excessive absences). Additional school disciplinary consequences may also be applied.
- D. Technology Center Driving Policy. The Mattawan Board of Education allows driving and riding to the Technology Center in Lawrence when appropriate school policies and procedures are followed. Riding/driving permits must be completed and returned to the high school office for administrative approval. Any student not adhering to the Technology Center driving policy will lose their driving privilege and be subject to other disciplinary action, including suspension from school.

BUILDING ACCESS/SECURITY/STUDENT IDENTIFICATION

In order to maintain a safe and secure building, students must be in possession of their school ID at all times. Students will be required to show their school ID when entering the building during school hours. Students may not be allowed to enter the building during the school day without their ID. During school hours, students should only enter through the main lobby doors. Students shall not provide access to others by the opening of the locked, secure doors. Students may face disciplinary consequences if they are found to have provided unauthorized access to the school building.

BULLETIN BOARDS/POSTERS/SIGNS

Students must obtain administrative approval prior to posting and/or distributing materials within the school, on school transportation, or at school sponsored events. Designated bulletin boards are provided for authorized posting of materials. No signs or posters are to be posted on any surface without the expressed consent of an administrator. Signs and posters should be removed promptly after the activity is completed. Unauthorized posting and/or distribution will result in disciplinary action.

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager(s):

Jay Larner
 Assistant Superintendent
 Mattawan Consolidated School
 56720 Murray St.
 Mattawan, Mi. 49071
 (269)668-3361 x1770

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged

in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

BUS TRANSPORTATION

Bus transportation to and from school, the Technology Center, and other school related activities is a privilege and may be revoked. During such times, the bus driver is the adult in charge and is to be given the same respect and cooperation that is given to teachers and administrators. Violations of bus rules and policies will be dealt with in a manner consistent with school and classroom rules and procedures.

CITIZENSHIP AND SCHOOL CULTURE

Mattawan High School is committed to excellence. We reflect this commitment by helping promote a school culture where excellence occurs. All parties share the responsibility of establishing the school culture. At Mattawan High School, we are proud that our school culture reflects and expects positive attitudes, appearance, ethics, and personal behaviors from everyone. Both students and staff members have an obligation to maintain conditions which will promote the proper atmosphere for learning and school activities. As a citizen in this learning community you have the following rights and responsibilities:

My Rights

- A. I have the right to be treated with dignity and respect in this school.
- B. I have the right to be myself in this school; this means no one should treat me unfairly because of my race, body type, gender, interests, etc. The Mattawan Board of Education does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities. Please contact the Title IX coordinator within the Central Office, 56720 Murray Street, Mattawan, MI 49071, 269-668-3361, with inquiries regarding nondiscrimination policies.
- C. I have the right to be safe in this school.
- D. I have the right to expect my property to be safe in this school.
- E. I have the right to hear and be heard in this school.
- F. I have the right to learn about myself and others in this school.
- G. I have the right to learn self-control in this school.
- H. I have the right to expect that all these rights should be mine in all circumstances so long as I am exercising my responsibilities.

My Responsibilities

- A. I have the responsibility to treat others with compassion.
- B. I have the responsibility to respect others as individuals and not treat others unfairly.
- C. I have the responsibility to make the school safe by committing to non-violence.
- D. I have the responsibility not to steal or destroy the property of others.
- E. I have the responsibility to learn about myself and others in this school.
- F. I have the responsibility to exercise my rights without denying the same rights to others.
- G. I have the responsibility to be accountable for my decisions.

CLASS OFFICERS

Each grade level functions as an organization by planning and participating in Homecoming & Snowcoming activities, fund-raising, social functions and community service projects. Officers are selected late in the

school year for the following year. Most of the business is conducted by student committees before/after school hours.

CLOSED CAMPUS

Mattawan High School is a closed campus. Students may not leave campus at anytime during the school day without permission, including lunch.

COMMUNICATIONS

To achieve goals in social settings, teams of people need to collaborate. Two-way communication, which is honest, timely, and purposeful, fosters a sense of community, shared purpose, and teamwork. The following vehicles have been established to foster positive relationships between parent(s) and the school:

- A. Phone/Voice Mail/E-mail. All staff members have phone extension and e-mail address that can be accessed 24 hours a day, seven days a week.
- B. Power Schools. Web-based tool for students and parents to access grades, classroom assignments, attendance, and discipline information.
- C. Appointments. Parents or guardians who have a question or concern are encouraged to contact the teacher, counselor, or administrator directly. To facilitate an appointment, parents are asked to call or e-mail the person they wish to be in contact. If unable to contact directly, please contact the office for assistance.
- D. Parent-Teacher Conferences. Two regularly scheduled conferences are held each school year, fall and spring. For parental convenience, both day and evening hours are scheduled.
- E. Parent Association. Parents are encouraged and invited to join the High School Parent Association. Monthly meetings are held the 3rd Wednesday of each month beginning at 9:15 a.m..
- F. Daily Announcements. A daily bulletin will be posted via the Remind App – Mattawan Life. To sign up for these announcements text “@Mattawan” to 81010. Information for the daily bulletin must be submitted to the Main Office the evening prior to the day of release.
- G. Wildcat Connections. A newsletter published to provide pertinent information to the high school community.
- H. Webpage. All information available from the office in paper or digital form are available online at www.mattawanschools.org
- I. Social Networks. Mattawan High School has a strong presence on Twitter, Remind, and Facebook to highlight learning, student activities, special achievements, and provide timely updates/announcements.

COUNSELING/SOCIAL WORK SERVICES

Counseling services are available to each student at Mattawan High School. The primary role of the counselor is to assist students with questions, concerns or problems regarding their social, personal or academic lives. Private conferences are held upon request of a student, or teacher, parent, administrator. The counselors and/or social worker will also meet with groups of students during the year for various reasons. Students wishing to talk with a counselor or social worker may arrange to do so by filling out an appointment slip. Appointment slips are available in the Guidance office.

CREDIT THROUGH EXAMINATION - (Testing Out)

The Michigan School Code requires that schools provide an opportunity for high school students to "test out" of any course. "Testing-out" in the Michigan Merit Curriculum is an option to demonstrate that a student meets or exceeds the content expectations associated with the subject credit area. The purpose of the "test out" option is to ensure that students are placed in challenging courses, and that academically able students have

the opportunity for Advanced Placement and college dual enrollment options during their high school careers. For further information regarding "testing out," please refer to our Mattawan High School Course Guide and contact the Guidance Office for specific details regarding test out.

DANCES

Dances are school events and inappropriate dancing will not be permitted (i.e., moshing, slamming, freaking, running, and especially, sexually explicit dancing). The following guidelines have been established for Mattawan High School dances:

- A. Only high school students will be allowed to attend Mattawan High School dances, with the exception of Homecoming and Snowcoming, to which alumni are invited.
- B. Students from other high schools may attend dances as guests of Mattawan students provided they are registered with a student's team office the day prior to the dance. One guest pass is allowed per Mattawan student. The guest must be a high school student in good standing at their school. Mattawan students are responsible for the actions of their guests.
- C. Once a student arrives/enters the building for a dance, they may not leave the school and return without adult supervision.
- D. Dances will end at 11:00 pm. This is to accommodate probationary drivers between the ages of 16 and 17.
- E. All school rules and policies are in effect at dances.

DISCIPLINE

The student code of conduct exists to help students identify and refrain from inappropriate and unacceptable behavior. The student code of conduct applies:

- To all students who are on school property, at school related events, or in a school vehicle.
- When a student(s) conduct at any other time or place has a direct and inappropriate effect on maintaining order and discipline, or on protecting the safety and welfare of student or district staff.
- When a student is using school telecommunication networks, accounts, or other district services.

Disciplinary interventions are necessary when working to modify student behavior. The administration of these consequences will be progressive in nature and begin at a level established by the high school administration. Typically, failure to comply with behavior expectations will result in one or more of the following:

- A. Teacher/student and/or teacher/parent conference.
- B. Counselor and/or administrative referral for appropriate intervention.
- C. Detention: academic time spent with a teacher/administrator during lunch, before and/or after school in which students are expected to complete school work and/or make-up time wasted/missed. Students who arrive late or violate the detention guidelines will be required to serve an additional time and/or face further disciplinary action.
- D. Social Restriction. Students who violate the discipline code may lose the privilege of attending or participating in student activities, passing time, social time before and after school, and lunch time. In addition, a student on social restriction may be placed on an alternative schedule.
- E. Community Service. Students who violate the discipline code may be required to complete some form of community service as reparation for their behavior. This may include cafeteria duty, cleaning the building, parking lot, buses, or other forms of community service deemed reasonable by the administration.

- F. Restitution. Students who violate the student code may be required to compensate the violated party through financial means. This sum of money may include any costs that are accrued by Mattawan Consolidated School staff for work completed due to the infraction. In the event of loss, the student may be responsible for the entire replacement cost of the item(s).
- G. Confiscation. In the event of a student being in possession of unauthorized item(s) or item(s) deemed inappropriate for school, the student may have the item(s) removed from their possession. Depending on the degree of inappropriateness, the student may or may not receive the item(s) back. If item(s) are unlawfully possessed, they will be turned over to the proper authorities for disposition.
- H. Schedule Change. If a student's behavior is such that it pervasively interferes with the learning opportunities of one or more students, the students schedule may be changed to minimize the disruption. A schedule change may also consist of reducing the number of minutes in a class and/or having students start or end their day at alternate times.
- I. In-School restriction. Academic time spent during the school day, in which students are isolated from their peers, and academic, socio-emotional and/or behavioral interventions are provided. The parent/guardian will be notified of the action taken (verbally and/or in writing).

General In-School Restriction Guidelines:

1. Academic work will be provided to ensure intensive and serious study during the in-school restriction from 7:40 am until 2:35 pm. Work that students complete during an in-school restriction will receive full credit.
2. All homework assigned during the time of the in-school restriction must be completed by the end of the restriction period unless allowed otherwise by the teacher.
3. If a class has a participation/work ethic grading category the student will receive a zero (0) for that portion of the grade for each period that is missed.
4. Teachers may require students to take a test in the in-school restriction room at the same time that the rest of the class is working on the test in the regular classroom.
5. Students may be required to complete community service for the school while assigned to In-School Restriction.
6. It is recommended that students bring their own lunch during the period of restriction. Lunch must be eaten in the in-school restriction room. Sack lunches are available at the same cost as other school lunches. Students will not be permitted to select items from the regular cafeteria lines.
7. While serving an in-school restriction, students must follow the guidelines and rules established for in-school restriction and directions from the adult in-charge. Failure to do so may result in suspension from school.

Restorative Justice

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Superintendent, along with the Building Administration, shall consider the following factors:

- A. the student's age
- B. the students's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior

G. whether a lesser intervention would properly address the violation or behavior

The Superintendent, along with the Building Administrator, will exercise discretion over whether or not to suspend or recommend expulsion a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent, along with the Building Administration, can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent, along with the Building Administration, will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

J. Out-of-School suspension. Removal from school (1-10 days) for violations of the discipline code, in which the administration believes that both the student population and/or the student would be better served by the student's removal from school. The parent/guardian will be notified of the action taken (verbally and/or in writing). The student will be readmitted to ISR following all suspensions for academic, socio-emotional and/or behavioral intervention. In most cases, a conference involving the student, parent/guardian, and administrator will be held to review the incident, clarify rules/expectations, and discuss next steps.

General Out-of-School suspension guidelines:

1. When a student must be immediately suspended from school during school hours, an attempt will be made to contact the parent/guardian for transportation home. In the event the parent/guardian is not reached, or transportation cannot be arranged, the student will be isolated from normal school activities for the remainder of the day.
2. Any student who has been suspended will not be permitted to participate in or be a spectator at student activities sponsored by the school during the period of suspension. This includes afternoon and evening activities during a day of suspension. The last day of suspension officially ends at midnight with the student returning to normal activities on the following day.
3. Students who are members of an interscholastic athletic team must refer to the Mattawan High School Athletic Code of Conduct for additional information relating to requirements for participation in interscholastic athletics.
4. Work assigned/assessments given during an out-of-school suspension may be completed/made-up for full credit. However, each day of out-of-school suspension will result in a zero (0) for participation/work ethic credit in each class that assigns participation/work ethic points.

K. Long-term Suspension or Expulsion. Board of Education and/or Superintendent level action taken based upon the recommendation of the building level administration to remove a student from school for a period of time in excess of 10 days up to and including permanent expulsion for gross misbehavior or persistent, malicious, or willful violation of the discipline code. Verbal notification shall be given to the student and parent by a building level administrator when a decision to remove the student from school is made. Within ten days of removal from school, written notification shall be given to the student and parent(s) detailing the alleged violations of the discipline code, supporting evidence, and administrative recommendation for disciplinary action, and hearing guidelines. A hearing will be held within 10 school days, unless otherwise agreed to by both parties.

L. Board Policy on Assault. Board Policy 5610.01 (p. 2 of 9) states that the Board shall permanently expel a student in grade six or above if that student commits a physical assault at school against a District employee, volunteer, or contractor. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical or verbal assault at school against another student.

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

The Board shall suspend or expel a student in grade six or above if the student commits verbal assault at school against a District employee, volunteer, or contractor, or makes a bomb threat or similar threat directed at the school building, property, or a school-related activity.

Verbal assault is defined as “a communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat.”

At school is defined as in a classroom, elsewhere on school premises, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

The following table includes, but is not limited to specific discipline infractions and their definitions to assist in communicating a common vocabulary about inappropriate behavior that will be addressed by the school.

Infraction	Definition of Infraction
Arson	<u>Arson.</u> Burning, or attempting to burn any school building, structure or property; or intentionally setting a fire on school property.
Bomb Threat	<u>Bomb Threat.</u> Threat to bring and/or detonate a bomb.
Bullying/Harassment	<p><u>Minor Bullying/Harassment.</u> Speech or action that creates an intimidating or offensive learning environment. This may include circumstances involving social media that occurs off campus.</p> <p><u>Bullying/Harassment/Non-Directed Hate Language.</u> Speech or action that creates an intimidating or offensive learning environment, including slanderous gossip, non- directed use of racial slurs or other hate language that creates a hostile, intimidating or offensive learning environment. This may include circumstances involving social media that occurs off campus.</p> <p><u>Pervasive Bullying/Directed Hate Language</u> This includes any physical bullying or directed use of racial slurs or other hate language that creates a hostile, intimidating or offensive learning environment. This may include circumstances involving social media that occurs off campus.</p> <p><u>Physical-Sexual Harassment.</u> This includes unwelcome sexual advances or any form of improper physical contact. This may include circumstances involving social media that occurs off campus.</p>

Bus Misconduct	<u>Bus Misconduct.</u> Behavior that disrupts the transporting of students to and from school or events, including any violation of bus rules.
Cafeteria Misconduct	<u>Cafeteria Misconduct.</u> Disregard for basic cafeteria expectations including but not limited to cutting in line, leaving trash on the table, horseplay, and inciting or participating in food fights.
Careless/Reckless Driving	<u>Careless or Reckless Driving.</u> Driving in an unsafe or disorderly manner.
Cheating	<u>Cheating.</u> Assistance used or provided in the completion of academic work which has not been approved by the instructor of the class. No credit will be given for any material which is involved in cheating.
Classroom Disruption	<u>Classroom Disruption.</u> Behavior that disrupts the educational process of other students in the classroom or interferes with the teachers ability to facilitate learning.
Controlled Substance	<p><u>Possession and/or Use of Tobacco.</u> Possession and/or use of any tobacco products.</p> <p><u>Possession of E-Cigarettes/Vaping.</u> Possession and/or use of E-Cigarettes, Vape Pens (Electronic Nicotine Delivery Systems) or their components.</p> <p><u>Possession and/or Use of Controlled Substances.</u> Possession and/or use of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, narcotics and “look-a-like” drugs.</p> <p><u>Distribution of Controlled Substances.</u> Distribution and/or sale of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, tobacco, narcotics and “look-a-like” drugs.</p> <p><u>Paraphernalia Relating to Harmful Substances.</u> (i.e., glow sticks, pipes, roach clips, paper for wrapping marijuana and cigarette tobacco, vaping paraphernalia such as chargers, cartridges)</p> <p><u>Unauthorized Legal Substances.</u> Unauthorized distribution and or sale of vitamins/herbs, supplements, caffeine tablets, inhalants, etc. for mind altering and/or physical effects.</p> <p><u>Unauthorized Medication.</u> Unauthorized distribution and or sale of medication without the expressed permission of a high school office employee.</p>
Creating a Safety Hazard	<u>Creating a Safety Hazard.</u> Actions that disrupt and/or threaten the learning environment, including but not limited to pulling a fire alarm without due cause, tampering with fire extinguishers, or discharging pepper spray.
Criminal Sexual Conduct	<u>Criminal Sexual Conduct.</u> Unwanted, deliberate and/or illegal sexual

	<p>conduct including but not limited to touching another persons intimate parts (i.e., breast, buttock, groin, or genital area) and or the clothing covering these areas.</p> <p><u>Criminal Sexual Conduct.</u> In the event that criminal sexual conduct occurs off campus and the student is adjudicated for this act, the student may be expelled according to state mandate.</p>
Disrespect	<p><u>Disrespect.</u> Written/spoken communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.</p> <p><u>Directed Profanity at an Adult.</u> Directed (in your face) communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.</p>
Dress Code Violation	<p><u>Dress Code Violation.</u> Inappropriate dress at school including but not limited to clothing that is revealing, suggestive or otherwise distracting; clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity; and wearing of hats/hoods before and/or during school.</p>
Explosives	<p><u>Explosives.</u> Possession, use or threat to use any substance or prepared chemical on school grounds that explode, burn or cause explosion, and/or are capable of inflicting bodily harm. This includes but is not limited to firecrackers, cherry bombs, smoke-making devices, caps or other incendiary devices.</p>
Extortion by Robbery or Force	<p><u>Extortion or Robbery by Force.</u> Use of threat, intimidation, force, or deception to take or receive something from someone else. This includes but is not limited to actions to secure favors, money or other items of value from another student or school employee by illegal means.</p>
Failure to Serve Consequence	<p><u>Failure to Serve Consequence.</u> Neglecting to serve assigned community service, detention, in-school restriction or pay restitution within a reasonable time, or without prior arrangements with the person making the assignment.</p>
Forging Documents	<p><u>Forging Documents.</u> Altering school related documents with intent to deceive (i.e., attendance slip, absence/phone communication, hall pass).</p>
Gambling	<p><u>Gambling.</u> Participation in games of chance for money and/or other items of value, including but not limited to casual betting, betting pools, organized sports betting or other form of wagering.</p>
Gang Related Activity	<p><u>Gang Related Activity.</u> Individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment.</p>
Insubordination	<p><u>Gross Insubordination.</u> Willful disobedience or non-compliance of school rules, procedures, and/or the instructions of school employees.</p>

	<u>Insubordination</u> . Failure to follow directions or comply with a reasonable request from the adult in charge.
Indecent Exposure	<u>Indecent Exposure</u> . Intentional act of revealing intimate parts (i.e., breasts, buttocks, groin, or genital areas) or undergarments covering these parts. This includes but is not limited to “mooning”, pantsing, urinating in public.
Loitering	<u>Loitering</u> . Being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without specific authorization of school personnel.
Non Essential Items	<u>Non-Essential Items</u> . Possession /use of cigarette lighters, matches, squirt guns, balloons, or other items that are not essential to the educational process.
Parking Lot Violation	<u>Parking Lot Violation</u> . Unauthorized parking or driving in designated areas, including but not limited to the parking lot between the high school and middle school, front circle lot, grassy areas, and bus/fire lanes.
Physical Confrontation	<p><u>Physical Confrontation</u>. A confrontation between two or more students which includes pushing, but doesn't escalate into a fight.</p> <p><u>Fighting</u>. A physical confrontation between two or more students in which a student hits or hits back. This includes but is not limited to kicking, punching, slapping, biting, scratching, and pulling hair.</p> <p><u>Physical Assault</u>. Intentionally causing or attempting to cause physical harm. This includes but is not limited to a one way attack and/or physical violence that elevates beyond a fight. Assault of a district employee or volunteer will result in an immediate expulsion from school.</p>
Public Display of Affection	<u>Public Displays of Affection</u> . Inappropriate or excessive displays of affection between students. This includes but is not limited to kissing, laying on top of or against one another, placing hands on intimate parts (i.e., breasts, buttocks, groin, or genital areas) or any other touching that may be perceived as sexual in nature.
Technology Misconduct (See Also: <i>Electronic Devices in the handbook</i>)	<u>Technology Misconduct</u> . Violating the district technology acceptable use policy; using cell phones, media players or other electronic communication devices during restricted times; possessing and/or consuming food or beverage in a technology lab; resetting or restarting a computer without permission; abuse/misuse of a printer.
Theft or Unauthorized Possession of Property	<u>Theft or Unauthorized Possession of Property</u> . Stealing or possession of items or property of the school or of other individuals which is unauthorized by the rightful owner.
Trespassing	<u>Trespassing</u> . Being in or about any school building, vehicle or school related activity when specifically instructed not to be present.

Truancy	<u>Truancy</u> . Excessive absence from school without legitimate authorization (i.e., medical condition, court placement).
Unexcused Absence	<u>Unexcused Absence</u> . Absence which is not approved, including but not limited to a deliberate absence without the knowledge or consent of a parent or school employee, leaving class or the building without first receiving permission from a staff member, oversleeping, missing the bus, arriving to class over 10 minutes late, and every third tardy to a class.
Unprepared	<u>Unprepared</u> . Entering the learning environment without the necessary items prescribed by the teacher (i.e., books, binders, assignments, handouts, writing utensil, and paper).
Vandalism	<u>Vandalism</u> . Willful defacing, destruction or damage of school property or the property of others.
Verbal Confrontation	<u>Verbal Confrontation</u> . Heated exchange between two or more students (i.e., verbal stand-off, pre-fight talk, taunting, intimidating or threatening language), that doesn't include physical contact. <u>Verbal Assault</u> . Loud, hostile, and/or viable threat to cause physical harm or death. Assault of a district employee or volunteer will result in an immediate expulsion from school.
Weapon	<u>Weapon</u> . Possession, use, and/or distribution of a dangerous instrument designed or possessed to cause injury, or used for self protection as defined in PA328. Dangerous instruments includes, but are not limited to guns, knives, chemical spray or like substances, tasers, clubs, box cutters or toys that are presented as a real weapon.

Non-compliance of the school handbook and policies will be assessed by the administration based on information supplied from one or more of the following sources;

- A. The student reports the non-compliance personally to a school employee.
- B. The student's parent/guardian reports the non-compliance to a school employee.
- C. Student non-compliance is observed and reported by a school employee.
- D. Student non-compliance is reported or confirmed through a public agency (i.e., law enforcement agency, probation officer).
- E. Evidence, including eye-witnesses and/or physical evidence, leads the administration of the school to a determination of student non-compliance.

DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. If a student or her/his parent/guardian feels that her/his rights have been violated and the student is subject to 10 days or less of suspension, a written appeal must be submitted to the high school principal within two (2) days of the original disciplinary action.

ELASTIC CLAUSE

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the Student Handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidences.

ELECTRONIC DEVICES

Students may be in possession of electronic devices including a cellular telephone, ipod/ipad, laptop, or other electronic communication devices subject to the terms of the Acceptable Use Policy (AUP), student handbook and implementing procedures of the District. Devices may be used in the following manner:

- A. Use of devices during class is prohibited without the permission of the classroom teacher. Each classroom teacher has the right to designate an area in their classroom for student electronic devices.
- B. Students will power off electronic communication devices during quizzes, tests, and other assessments. Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on quizzes, tests or other assessments,
- C. Students must set their ringers to silent or vibrate. Volume on speakers must be muted while in the building or on school transportation, unless headphones are used or if sound is necessary and approved by a teacher or administrator for educational purposes (i.e., presentation).
- D. Students may not use any electronic communications device to send or receive personal messages, data, or information, or take/send pictures that would contribute or constitute harassment.
- E. Devices operated in violation of this rule, or for any illegal purpose, shall be confiscated. Teachers will send devices to the main office. Devices will not be returned until, when appropriate, a parent(s)/guardian(s) conference has been held.
- F. Students violating conditions of these procedures and other school rules may be subject to disciplinary action according to board policy, implementing procedures and student handbook provisions.
- H. The District is not responsible for the loss, theft, damage, or vandalism to a student's cell phone or ECD. Students are strongly encouraged not to leave them unattended or unsecured.

ELECTRONICS and RECORDING

Recording (audio or video) School Meetings, Classes, or Activities (Board Policy 2461)

Board Policy 2461 states, "Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one or two-way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Building Principal. Any request to place a recording device or other device with one or two-way audio communication technology within a student's book bag or on a student's person shall be submitted in writing to the Building Principal. The Building Principal shall notify the parent(s), in writing, whether the request is denied or granted within five (5) days.

If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with the State and Federal law.

Any violations to this policy will be punishable by an out-of-school suspension anywhere from 3-5 days, depending on the seriousness of the violation and school history of similar prior events.

Recording Aggressive Acts (verbal or physical) Between Students or Students and Staff

Mattawan takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days depending on the severity of the altercation, the student's school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member

ELEVATOR USE

Students needing special assistance may be permitted to use the elevator. To obtain a key for elevator use, a request form must be completed and returned to the high school office with a \$5.00 deposit for the elevator key. Once the need for the elevator ceases to exist, the student is required to return the key to the high school office. Upon return the student will be refunded their deposit. Under no circumstance may the key be duplicated.

EMERGENCY DRILLS

Emergency drills (Fire (6), Severe Weather(2), and Lock Down (3) will be held periodically, without advance notice, in accordance with the requirements of State Law. Specific instructions will be given to students depending upon the situation. Students are expected to comply with the directions for the safe, prompt, and orderly execution of the drill.

FIELD TRIPS (School-Sponsored)

Field trips are a means of extending the school's curriculum. Students are expected to make the best possible use of their time while on these trips and adhere to all school rules. Students must have written permission from their parents or guardians to participate in off-campus trips. Those students who have not presented teachers with written permission on the required form will not be permitted to attend.

FINAL EXAMS

Students are required to take final exams in many classes. Exam schedules will be distributed in advance of the completion of the semester. Students absent from exams must make special arrangements with their teachers and/or an administrator for make-up of the exams. Exams may weigh as much as one-fifth (20%) of the final semester grade.

GRADES AND GRADE POINT AVERAGE

A. Students will be graded in ninth through twelfth grades using letter grades. In computing grades, the following letter grade/numerical value system of computation will be used:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

B. A student must achieve a minimum of a D- (0.67) in order to be given credit for a course. Incomplete grades must be addressed within two weeks after the grade has been assigned unless other arrangements have been made with an administrator, otherwise the grade will become an F.

- C. A grade point average is established at the end of first semester freshman year. The grade point average is calculated based on a student's final semester grade in each course. That grade point follows a student throughout their high school years, and has the potential to change at the end of each semester. Therefore, what a student earns during their freshman year impacts their final GPA. The grade point average shall be rounded to the nearest hundredth column using standard rounding procedures. Five (5) or more shall be rounded up. Four (4) or less shall not be rounded.
- D. Grades are reported to parents at the end of each marking period, as well as routinely posted on PowerSchools so that students and parents can check current academic achievement from school or home. Upon request, office personnel or the student's teacher will print a copy of her/his grades. Please contact teachers if you have concerns about student grades.

GRADUATION REQUIREMENTS

- A. Graduation from Mattawan Consolidated School signifies that a student has satisfactorily completed an approved course of study and that s/he has satisfactorily passed examinations and/or met other requirements established by the district.
- B. To graduate, Mattawan Consolidated School requires a student meet two criteria related to credit:
 1. A student must be a full-time student for a minimum of four years, attempting, attending and completing classes totaling 24 credits.
 2. A student must successfully pass classes totaling 22 credits. The 22 credits earned must meet or exceed the course/credit content expectations and guidelines required in the Mattawan High School Curriculum (MHS) and Michigan Merit Curriculum (MMC).
- C. Student may fulfill coursework requirements during middle school or high school, whether in a traditional academic course or through a course in which the content is embedded. However, high school credit toward graduation will only be issued to students who have attempted, attended and passed the coursework following their first day of ninth grade.
- D. The following table defines the minimum credits and/or course work required for graduation from Mattawan Consolidated School:

Mattawan High School Graduation Requirements		
Credits	Department	Required Coursework
4.0 Credits	English	<ul style="list-style-type: none"> • English 9 • English 10 • English 11 • English 12
4.0 Credits	Mathematics	<ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II or a Michigan Department of Education approved formal Career and Technical Education Program that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy. (all CTE courses printed in bold on p. 19 fulfill this requirement) • Additional math or math related course during a student's final year of high school (all courses printed in bold on p. 19 fulfill this requirement)

3.0 Credits	Social Studies	<ul style="list-style-type: none"> • US History and Geography • Civics/Economics • World History & Geography 	
3.0 Credits	Science	<ul style="list-style-type: none"> • Biology • Chemistry or Physics • Third Science 	
1.0 Credit	Applied, Fine or Performing Arts	<ul style="list-style-type: none"> • Applied, Fine or Performing Arts Courses 	<ul style="list-style-type: none"> • Additional English, Math, Science or Foreign Language course beyond MMC requirements
1.0 Credit	Health and Physical Education	<ul style="list-style-type: none"> • Physical Education or Introduction to Health & Wellness 	<ul style="list-style-type: none"> • Additional English, Math, Science or Foreign Language course beyond MMC requirements; 1 season of Marching Band/Athletics (PE req.)
0.5 Credit	Senior Seminar	<ul style="list-style-type: none"> • Senior Seminar 	
2.0 Credits	World Language	<ul style="list-style-type: none"> • Level I and II of any World Language or Sign Language Course 	
0.0 Credit	Online Learning Experience	<ul style="list-style-type: none"> • A student must engage in one or more teacher-led, structured learning activities that utilize technology with Intranet/Internet-based tools and resources as the delivery method for instruction, research, assessment, and communication. 	
5.5 Credits	Additional Credits	<ul style="list-style-type: none"> • A minimum of 3.5 additional credits must be earned 	

HALL PASS

If students need to leave their classroom for any reason, they must have a hall pass signed by the instructor. The Hall Pass must contain the time, date, destination, and the adult in charge's signature. Hall Passes will typically not be provided during the first 10 minutes or last 10 minutes of a class.

HONOR POINTS

A Mattawan High School course designated as Honors or Advanced Placement (AP) may be awarded honor points because of its high level of rigor and expectation. The initial grade a student earns in an Honors or AP course shall be increased by 1.0 grade point (i.e., a student who earns a 3.0 will be awarded a 4.0 for the Honors/AP course), except in the case of an F, when no honor points will be awarded.

INJURY/ILLNESS

If a student is injured or becomes ill during school or a school related function, parents will be notified as soon as possible. Ill or injured students are to report to the High School Office for assistance. Only emergency first aid will be given. In cases of serious injury, emergency personnel will be called and the student will be transported directly to the hospital, unless parents have notified the school to the contrary.

LAW ENFORCEMENT

The school resource deputy is responsible for enforcing all laws on Mattawan Consolidated School property. The school resource deputy is housed in the high school and is available as a resource for students and parents regarding legal issues. If a student/parent would like to contact the school resource deputy, a contact can be made to the high school office. The resource deputy assists in the enforcement of all Mattawan Consolidated School policies and procedures, as well as state and federal laws. The school district's administration shall act in a manner which protects and guarantees the rights of a student in the absence of their parent/guardian.

LOCKERS

Every student is provided a locker and is responsible for its care and contents. It must be understood that lockers are school district property. Lockers should be kept orderly and closed. For security reasons, it is strongly recommended that students not provide their locker combination to others. The school reserves the right of reasonable access to student lockers. Students are not permitted to damage their lockers in any way or attach articles specific to alcohol, drugs, discrimination, sexual, or violent activity.

LOST AND FOUND

Items that have been lost or found shall be reported to the Student Activities Office. Articles that are turned into the Student Activities Office will be held for a reasonable length of time and, if unclaimed, will be donated to a charitable organization.

MEDIA CENTER (IMC)

The media center contains materials (printed, audio-visual and digital) to use for class assignments or personal interests. Students are welcome to come to the media center before or after school, from a class with a pass from their teacher, or, if prearranged with the media specialist, during lunch hour. The media center is a place for quiet study and is open daily from 7 am to 4 pm except on Friday when hours are 7 am to 3:30 pm.

MICHIGAN MERIT EXAM (MME/SAT/MEAP)

Students are required to attempt and complete without infraction all sections of the high school proficiency test required by the District, State of Michigan, and Department of Education unless waived by an administrator in order to be eligible for graduation.

NATIONAL HONOR SOCIETY

Membership in our local chapter of the National Honor Society has been established through the National Association of Secondary School Principals. Students who wish to become members of the National Honor Society may apply following the first semester of their Sophomore year. Eligible students must have earned a cumulative unweighted 3.50 grade point average or higher, as well as demonstrated exemplary character, leadership and service to the school and community. To apply, students must submit the official NHS application that is available in both team offices. Eligible applicants will be interviewed for membership by a panel of teachers that includes the NHS adviser. Students selected will be inducted at our annual induction ceremony in April. Students who do not fulfill the obligations of membership as outlined by the National Honor Society of Secondary Schools will be dismissed.

NON-DISCRIMINATION STATEMENT

Equal educational and extracurricular opportunities are available to all students without regard to race, color,

nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Jay Larner
Assistant Superintendent
Mattawan Consolidated School
56720 Murray St.
Mattawan, Mi. 49071
(269)668-3361 x1770

The School District's complaint procedure may be obtained from Jay Larner, as well.

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

RECOGNITION OF STUDENT ACHIEVEMENT

Staff are encouraged to recognize students for achievements. Areas that may merit recognition include but are not limited to academics, athletics, citizenship, fine and performing arts, clubs and organizations, and community service. In addition, the following building level recognition is provided to students:

- A. Honor Roll. An honor roll shall be established at the end of each high school semester of the academic year for the purpose of recognizing special achievement by students. The honor roll designation shall be divided into two (2) separate categories. There shall be a high honors roll and an honor roll.
 1. The high honors roll shall be comprised of students that:
 - a. achieve a grade point average of 3.50 and above;
 - b. achieve no grade lower than a C range.
 2. The honor roll shall be comprised of students that:
 - a. achieve a grade point average 3.10 to 3.49;
 - b. achieve no grade lower than a C range.
 3. Pass/fail or credit/no credit Course work will not be included in computation of grade point average. Students that receive a pass/fail or credit/no credit for a class will not be eligible for honor roll status

unless the course for which they receive a pass/fail or credit/no credit is in addition to the six instructional periods taken during the regular school day or the class is approved by the high school principal as a credit/no credit offering.

4. Honor points for honors classes shall be included in computation of grade point averages used for Mattawan High School academic recognition.
5. Special education students are eligible for honor roll status if the special education student has earned credits at a comparable rate to that of regular education students in the same grade level.

B. Senior Recognition. Annually, the teachers, counselors, and administrators of Mattawan High School present department and building awards during the Senior Class Honors Program. Seniors are honored for their academic accomplishments, leadership, work ethic, attitude, and service. Department awards are presented in Applied Arts, Business, Computer Technology, English, Fine and Performing Arts, Foreign Language, Life Management & Wellness, Mathematics, Science, and Social Studies along with awards from the Van Buren Tech and PALS. The following criteria shall be used in determining academic awards for students of a graduating senior class:

1. Class rank for senior awards shall be computed by averaging all final grades received in their high school classes up to and including those grades received through the first semester of their senior year (seventh semester of high school). The grade point average shall be rounded to the nearest hundredth column using standard rounding procedures. Five (5) or more shall be rounded up. Four (4) or less shall not be rounded up.
2. A final class rank will be computed at the end of eight (8) semesters (twenty-four (24) credits).
3. In determining class rank, the numerical system listed in Item C of this implementing procedure shall be used.
4. Honor points for Honors and/or AP classes shall be included in computation of grade point average used to recognize student achievement.
5. Pass/fail or credit/no credit course work will not be included in computation of grade point average. Students that receive a pass/fail or credit/no credit for a class will not be eligible for honor roll status unless the course for which they receive a pass/fail or credit/no credit is in addition to the six courses taken during the regular school day or the class is approved by the high school principal as a credit/no credit offering.
6. To be considered for senior academic awards, students must have completed twenty-one (21) credits by the end of the student's seventh semester.
7. A list of the top ten percent (10%) of the graduating seniors shall be developed in alphabetical order by the last name of the student. In determining the top ten percent (10%) of the students, the number of students shall be rounded up to the next tens (example: 213 actual students would be rounded up to 220, resulting in twenty-two (22) students being placed on the listing for the top ten percent (10%)). Recognition of the top ten percent (10%) of the graduating class shall be based solely on the grade point average of all eligible seniors using the GPA of the student at the end of the student's seventh semester.
8. The following standard shall be used to determine special academic recognition:

Summa cum laude	4.10 GPA or higher
Magna cum laude	3.80 GPA through 4.09 GPA
Cum laude	3.50 GPA through 3.79 GPA
9. In addition to the senior class president providing a welcome at commencement, two (2) additional graduating seniors that have achieved the level of Summa cum laude at the end of the seventh (7) semester will be selected to speak at commencement. The two (2) speakers will be selected by a

panel appointed by the high school principal using criteria established by the principal. If the senior class president chooses to audition to be a panel-selected speaker and is chosen, the senior class vice-president shall provide the welcome at commencement.

10. Graduating seniors that achieve Summa cum laude at the end of seven (7) semesters are authorized by Mattawan Consolidated School to list “co-valedictorian” on college application forms if the student is applying for a college scholarship that is only open to students that have been designated as a valedictorian upon graduation from high school. Except in this instance, a graduating senior is not authorized to use the co-valedictorian designation.

RESTORATIVE JUSTICE (See DISCIPLINE)

SAFETY SUPERVISOR

Experience tells us that when adults are present in students’ lives, they are more likely to make good decisions. The responsibilities of the safety supervisors are as follows:

- A. Monitor and supervise student movement in the hallway during class time
- B. Greet and assist guests to the high school
- C. Check restrooms
- D. Monitor and supervise the student parking area including student driving and parking
- E. Monitor and supervise students during their lunch period and when asked at co/extra-curricular activities
- F. Monitor and enforce tardy and attendance policies
- G. Other tasks assigned by the principal or designee

SCHEDULING

The Student Service Team assigns students to the appropriate courses based on their Four-Year Educational Development Plan (EDP), course selections sheet, prerequisite course work, achievement and attendance data, student needs, and available space. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Schedules are provided to each student prior to school or upon enrollment. Parents may request a particular student placement into a course by completing the K-12 Student Placement form. K-12 Student Placement forms are available on line on the high school’s web page under downloadable forms or in the main office. The deadline for submitting request forms for the following school year is The first Friday in May each year. Given the time and input provided in the development of each student’s schedule, we do not anticipate needing to make changes unless a student is inappropriately placed in a course, where s/he has not fulfilled the prerequisite credit, has an incomplete schedule, or is scheduled into a course where s/he has previously earned credit. We typically do not accept student requests for changes that reduce the rigor of their schedule, switch class periods, or rearrange their classes to be with friends or a specific teacher. Any questions or concerns about a student’s schedule should be discussed with their counselor.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or a student’s locker, vehicle, desk and personal effects under the conditions defined in IP 5771. Any illegal, unauthorized or contraband materials discovered in the search may be confiscated and turned over to the police. Students are expected to assume full responsibility for the security of their person, vehicle, lockers, desks, and personal effects. Students should not expect privacy regarding items brought on school property because such property is subject to search at

any time by school officials. A student's failure to permit searches and seizures as provided in this policy will be subject to disciplinary action.

The following procedures shall be used when a school administrator has reasonable suspicion that a student may have in her/his possession evidence that a rule or law has been violated:

- A. All requests or suggestions for the search of a student or her/his possessions shall be directed to the principal, or designee.
- B. Upon approval of principal or designee, an administrator may conduct a search.
- C. When possible and practical, an adult third party shall be present at any search of a student or her/his possessions.
- D. When possible and practical, the student shall be present at any search of her/his possessions.
- E. When possible and practical, before conducting a search, the administrator shall notify the student, request her/his consent to the inspection as outlined in Section C of this procedure and inform the student that she/he may withhold consent. However, with reasonable suspicion, an administrator is authorized to conduct a search with or without the consent of the student.
- F. The administrator shall be responsible for assuring the appropriate custody, control and disposition of any illegal or dangerous substance or object taken from a student.
- G. The administrator shall be responsible for assuring the prompt recording of each student search including date, time and location. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, if any, and the disposition made of them. Evidence shall be kept in a secure location in her/his office.
- H. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the administrator shall act with as much speed and dispatch as required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

SENIOR TRIP

Traditionally senior class members participate in a class trip as a culminating experience. Arrangements for the trip are made by class officers in concert with their faculty advisers and building administrators. Students suspended during the time of the trip will forfeit their right to attend. The administration reserves the right to withhold participation from a student who has demonstrated repeated or willful violation of school rules. Additionally, a senior who chooses to engage in improper activity during the senior trip, may lose the right to participate in commencement activities, including the graduation ceremony.

SPORTSMANSHIP

It is the expectation of Mattawan Consolidated School that participants and spectators exhibit appropriate decorum. Positive support of individual players and the team is encouraged. Negative behavior that detracts from the positive experience is not acceptable. Taunting is strictly prohibited. The MHSAA defines taunting as any action or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting and negative behavior that would lead to ejection/removal from premises include but are not limited to, "trash talking," physical intimidation outside the spirit of the game, reference to sexual orientation, "in the face" confrontation by one player or spectator to another, fighting, holding up newspapers during the introduction of the opposing team, excessive pointing and/or chanting at individual players, etc.

Participants and spectators exhibiting disruptive and/or negative behavior will be removed from the premises. Persons exhibiting repeated negative behavior may be restricted from attending student events.

STUDENT ACTIVITIES

Mattawan Consolidated School believes that a well-rounded school experience includes involvement in student activities and encourages students to participate in one or more of them. A student that attempts to participate in several student activities may be in a position of conflict between two obligations. Mattawan High School recognizes that each student should have the opportunity for a broad range of experiences, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid conflict. This includes being cautious about belonging to too many activities where conflict may occur. If the potential for conflict exists between two school sponsored activities, the student must talk to the coach and/or director prior to becoming involved in the activities. When a conflict arises, the student must bring it to the attention of the director/coach in a timely manner, and the director/coach will attempt to work out a solution so the student does not feel caught in the middle. If a solution cannot be found through the process, the Director of Student Activities will make the decision based on the following:

- A. The relative importance of each event.
- B. The importance of each event to the student.
- C. The relative contribution the student can make.
- D. How long each event has been scheduled.
- E. Conversation with parents.

Once a decision has been made by the staff and the student has followed that decision, he/she will not be penalized in any way by either the teacher or coach. If it becomes obvious that a student cannot fulfill the obligation of the school activity on an on-going basis, he/she should consider the effect on their grade or withdrawing from that activity.

Extracurricular Opportunities offered to Mattawan High School students include , but not limited to:

Mattawan High School is committed to offering opportunities for students to connected. Joining a club and/or organization is a great way for students to connect with peers, adults and the school. If a student is interested in joining a school club or organization they should speak with the sponsor of the club or organization. In addition, if a student would like to initiate a new club they should speak with the Director of Student Activities. Contact information and applications for new clubs and organizations are available in the Office of Student Activities. The following clubs and organizations are currently established for students:

Anime´ Club	Game Club	PALS	Spanish Club
Band	Green Team	Peer to Peer	Student Government
Blue Crew	GSA	Powerlifting Club	Talent Show
Choir	LEO Club	Robotics	Tech Club
Drama	Model UN	SAAC	Wildcat Mentors
Forensics	Musical	Science Olympiad	
French Club	National Honor Society	Ski Club	

Athletics:

Mattawan High School is a charter member of the Southwest Michigan Athletic Conference. Participation in athletics requires adherence to rules of the Michigan High School Athletic Association, General Athletic Handbook, school administration and coaching staff. Students of Mattawan High School may participate in the following interscholastic sports:

FALL:

Football (Freshman, JV, Varsity)
Men's Soccer (JV, Varsity)
Men's Tennis (JV, Varsity)
Men's & Women's Cross
Country (JV, Varsity)
Women's Volleyball (Freshman, JV, Varsity)
Women's Golf (JV, Varsity)
Cheerleading (Freshman, JV, Varsity)
Women's Swim and Dive (Varsity)

WINTER:

Men's and Women's Basketball (Freshman, JV, Varsity)
Women's Volleyball (Freshman, JV, Varsity)
Wrestling (JV, Varsity)
Cheerleading - Sideline and Competitive (Freshman, JV, Varsity)
Hockey (Varsity)
Men's Swim and Dive (Varsity)
Men's and Women's Ski Racing (Varsity)

SPRING:

Men's Baseball (JV, Varsity)
Women's Softball (JV, Varsity)
Men's and Women's Lacrosse (JV, Varsity)
Men's and Women's Track (Varsity)
Women's Soccer (JV, Varsity)
Women's Tennis (JV, Varsity)
Men's Golf (JV, Varsity)

STUDENT APPEARANCE

- A. Student dress should be appropriate and not considered detrimental to the process of learning. One's dress should comply with applicable school laws for the State of Michigan. Additionally, the administration reserves the right to determine what is appropriate dress for the place and situation.
- B. Students should avoid clothing that is revealing, suggestive or otherwise distracting. Clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity, or other behaviors/topics that create conflict among the student body may not be worn at school.
- C. Hats and hoods are not be worn from "bell to bell" and must be removed and remain off until the school day ends. The only exception is when the school sponsors a "hat" day.
- D. Students in non-compliance will be required to make necessary modifications, serve in-school restriction, or face suspension from school.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them in a constructive manner. When concerns or grievances arise, the best way to resolve the issue is through communication. For example, if there is a question about a classroom grade, start with the classroom teacher. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern.

If a student/parent has a question or concern about the student's grade, progress in the class or treatment, the student/parent should:

- A. Contact the teacher to arrange a time to meet and discuss the question or concern.
- B. If the student/parent feels unsatisfied after the meeting, the student/parent should contact the student's counselor to arrange a time to meet and discuss the concern.

- C. If the student/parent feels unsatisfied after this meeting, the student/parent should contact the appropriate Dean of Students to arrange for a meeting to discuss the concern.
- D. If the student/parent feels unsatisfied after the meeting, the student/parent should contact the Principal to arrange a meeting and discuss their concern.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large quantities of money, and the like, are tempting targets for theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. If a student elects to bring personal items to school they should be kept locked in their locker(s) and not left unattended.

TECHNOLOGY ACCEPTABLE USE POLICY

The intent of this agreement is to ensure that students understand fully and comply with all acceptable use policies approved by the district in School Board Policy 7540. In exchange for the use of the networks resources they understand and agree to the following:

- All district computers, servers and any information, student data, program or software provided by the district are the property of the district and are to be used for educational or communication purposes.
- The use of the networks is a privilege. The district may review activities and use of computers and Internet at any time. Using the computer or Internet in a manner not authorized may result in disciplinary action or removal of access. The student is entitled to a review meeting and due process. Misuse of the networks includes, but is not limited to intentionally:
 - Altering of system software
 - Placing or distributing of unlawful or unauthorized information
 - Installing viruses or harmful programs on or through the computer system either in public or private files or messages
 - Misrepresenting other users on the network
 - Disrupting operation of the networks through abuse of equipment or software
 - Malicious use of the networks through hate mail, harassment, profanity, vulgar statements or discriminatory remarks
 - Unauthorized use for non-curriculum related communications, illegal installation of copyrighted software
 - Allowing anyone to use an account other than the account holder (sharing of network login credentials)
 - Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users
 - Knowingly attempting to bypass content filtering or other Internet access proxies
- The district retains the right to access and review all computer files, databases and any other electronic transmissions contained in or used in conjunction with the district's system (policy 7540.01). **Students should have no expectation that any information contained on such systems is confidential or private.**
- Mattawan Consolidated School uses Internet content filtering and activity monitoring software was required by CIPA. However, no filtering system is foolproof.

- A student will not use his/her access to intentionally access any material that is unlawful, obscene, pornographic, abusive or objectionable; doing so will result in disciplinary action. If the student is not certain where material falls outside of these parameters, approval should be sought from their All information services and features contained on the networks are intended for the educational use of its registered users and may not be used for commercial purposes. Students will not send or forward chain mail or unsolicited advertising.
- The use of networks are resources for (in order of priority):
 - support of the academic curriculum
 - telecommunications
 - school communications
 - general information
 - reasonable personal and association communication to the extent that such use does not violate any express prohibitions of this agreement and does not interfere with the student's learning process
- The district and/or Internet networks does not warrant that the functions of the system will meet any specific requirements that the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation or inability to use the system.
- The student will diligently delete or otherwise archive all personal data housed on the network at the end of each academic year. Data not removed by the student at the end of the academic year will be removed by the district.
- The district and/or Internet networks will periodically review and make determinations on whether specific uses of the networks are consistent with the acceptable use policies. The district and network reserves the right to log Internet use and to monitor space utilization by users.
- The student may not transfer file, shareware or software from information services and electronic bulletin boards without the permission of the MCS Technology Director. The student will be liable to pay for the cost or fee of any file, shareware or software intentionally transferred without such permission.
- Student supervision of networks use is expected by the districts staff to the extent possible. District staff member and the district, however, will be released from liability for inappropriate acts committed by a student with regard to the network or Internet without their knowledge.
- The district will provide each student with a login ID and password for accessing the networks. The student will protect the password, provide for its security and will not share this information with other students.
- Parents/Guardians of an un-emancipated minor student have, at any time, the right to request access to the contents of their child's files.
- Parents/Guardians of a student have the right, at any time, request the termination of their child's individual user account.
- If the student's account privileges are terminated the student shall not use the network while those privileges are suspended or revoked.

TELEPHONES

The school telephone number is 668-3361 ext. 8300. Telephones are available in the office for students to use when they are not in class. Students will not be excused from classes to make telephone calls or receive

messages unless it is an emergency. When an emergency arises or a student is too ill to continue his/her school day, office staff will initiate calls on behalf of students.

TEXTBOOKS AND OBLIGATIONS

Students will be issued appropriate textbooks and/or course materials at the beginning of the semester. Students are responsible for their own textbooks and/or materials. If a student and/or parent believes a book is damaged or in poor condition upon receipt, the concern should be communicated to the media specialist immediately. If they are loaned to another student and not returned, the student to whom the book was registered will be responsible for the text and/or the debt incurred. Each student will need to fulfill all material, equipment and financial obligations. A student with outstanding textbooks and/or obligations will not be issued additional texts until outstanding textbooks have been recovered or financial reimbursement has been made to the school. A senior will not be permitted to participate in commencement unless all fees and obligations are fulfilled.

TRANSFER OR WITHDRAWAL

Parents must notify the main office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines.

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

VISITORS

Visitors to the school should enter via the circle drive entrance. Parent wishing to visit should make arrangements in advance with the student's teachers prior to the intended visit. All visitors must have a valid ID or driver's license and sign-in at the main office via Lobby Guard. Other visitors are not permitted to visit class or be on campus during the school day without the expressed approval of an administrator. Typically, student visitors are not permitted when school is in session.

WORK PERMIT

The law requires students under the age of 18 to have work permits completed by their employers. Applications for work permits are available in the main office. After an employer has completed their section of the work permit, a student and/or parent may seek authorizing signatures from the school.

Revised September 2020