

## **SECTION I--SCHOOL ROUTINE**

### **ANNOUNCEMENTS**

Daily announcements will be displayed each day over the school cable system. These announcements must be submitted in written form and approved by the office or an advisor/sponsor, and must be handed in to the main office by 3:30 p.m. of the day **preceding** the day the announcement is to be read. All announcements should be kept as brief as possible. Routine announcements will be sent to the teachers via the daily office bulletin.

### **ATTENDANCE**

Research regarding student performance has determined that “absence breeds absence.” The more a student stays away from school the more difficult it becomes for that student to feel he/she is a part of the school. Upon return, other students are often discussing new subject matter and there is a double burden of make-up and current lessons for which to prepare. Often, a student loses heart, is unnecessarily absent again, becomes swamped with work, drops a subject from his/her schedule, or leaves school altogether. Attendance is recorded in a student’s cumulative record that colleges and perspective employers often require. Absence is probably the greatest single cause of failure. Please see the attendance policy in Section II of this handbook.

### **AUTOMOBILES – STUDENT TRANSPORTATION**

Students driving vehicles are to drive cautiously around the school due to the close proximity to younger children. Student parking will be allowed providing the following guidelines are followed:

1. **The student must register his/her vehicle in the office and display the vehicle registration sticker in a visible location in his/her front window.**
2. Students will park on a first-come, first-parked basis. Students who park improperly (in areas designated for handicapped, non-parking areas, sidewalks, etc.) may be referred to the proper authorities to be ticketed and fined.
3. Students are not to park in the bus driveway in front of the school, nor are they to park in staff parking areas. Failure to adhere to these guidelines may lead to removal of the driving privilege.
4. Students who are found to be driving in an unsafe manner on school property or while entering or exiting school property may have their on-campus driving privileges revoked at the discretion of the Principal.

For safety and liability reasons, students are not to ride bikes, skateboards, or use roller type devices on school grounds. For additional information, please see the Driving Policy in Section II.

### **BEHAVIOR**

A well-ordered school is essential to learning. Students who persist in misbehaving will be dismissed until a parent conference can be arranged. More details can be found in Section IV of this handbook.

### **CHEATING, PLAGIARISM, FALSIFICATION OR FORGERY**

Any student involved in cheating or plagiarism on schoolwork shall receive a zero or an “F” grade on the work in question and face possible detention, suspension, or expulsion. In addition, if the student is an athlete they may also be subject to the provisions of the Athletic and Extra Curriculars Code.

Forgery of hall/bus passes, attendance cards, and report cards; as well as false I.D.’s are forms of deception and will subject the student to disciplinary action up to expulsion.

## **CLOSED CAMPUS**

During lunchtime, Forest Park is a closed-campus school. This means that during lunch, only high school seniors are allowed to leave the building. Students in all other grades are not to leave the school building without prior parental or guardian permission. Students who have received permission from school personnel must sign out in the main office. Permission to leave must be in the form of a note or a call prior to the student leaving campus. Notes or calls after the fact will not be accepted. Violation of this policy may result in disciplinary action.

## **CREDIT BUYBACK**

Students who accumulate more absences than allowed by the Attendance Policy must attend credit buyback sessions. These sessions are scheduled one week in advance and are communicated to students via the morning announcements or through the Scrolling Announcements. See the attendance policy in Section II of this handbook for more information.

## **DIRECTORY INFORMATION**

Each year the District will provide public notice to students and their parents/guardians of its intent to make available, upon request, certain information known as “directory information”. The Board designates as “student directory information”, a student’s name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, athletic participation, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy if disclosed.

Parents and adult students (18 or over) may refuse to allow the District to disclose any or all of such directory information” upon written notification to the District within ten (10 Days) after receipt of the District’s public notice. Parents must *sign* and complete the information on the back of the registration form and return it to the office along with the registration information.

## **EARLY DEPARTURE FOR INDIVIDUAL STUDENTS**

It is sometimes necessary for students to leave school early due to appointments, family functions, illness, and other similar non-school related activities. Early dismissal absences will count as “excused” in the student’s attendance record, so long as the early dismissal procedures are followed. The procedures for early dismissal include:

1. The parent/guardian may write a note stating the specific reason, date, and time for the dismissal. The student should then report to the main office first thing in the morning where he/she will receive a pass to leave class. At the appropriate time, the student will leave class and return to the main office to properly sign out.
2. Parents/guardians may call the high school office and inform the school of a need for early dismissal. School personnel will then inform the student and provide the student with a written pass to leave class early. At the appropriate time, the student will leave class and report to the high school office to properly sign out.
3. If a student should become ill during the school day, he or she should inform their teacher and proceed directly to the high school office. Office personnel will assist in contacting parents/guardians. Students are not allowed to contact parents or guardians without the approval of office personnel, and are not allowed to use cell phones at any time during the school day.

4. Students who do not sign in upon entering the building or do not sign out when leaving the building will be subject to disciplinary action.

No student will be released to a person other than a custodial parent(s) or an individual named on the student's emergency information form without written permission signed by the parent(s) or guardian.

### **EMERGENCY CLOSINGS AND DELAYS**

If school must be closed or the opening delayed, the school will notify the following radio and television stations:

99.1 WIKB-FM                      93.1 WIMK-FM                      WLUC-TV6

Other radio stations will be notified if possible. Parents and students are responsible for knowing about emergency closings and delays.

### **ELEVATOR**

The elevator is not to be used by the general student population. It is reserved for use by students and other persons with either a permanent or temporary disability and for school personnel. In order for students to use the elevator, they must meet with the Principal to discuss the nature of their request. Failure to secure proper permission before using the elevator may result in disciplinary action for the student.

### **ENROLLING IN SCHOOL**

Students are expected to enroll in the district in which they reside. If open enrollment is an option or other arrangements need to be made to attend a school outside the student's home district, it should be done through the home school district.

Students who are new to Forest Park are required to enroll with their parents or legal guardian. When enrolling, the parent will need to bring:

- a birth certificate or similar document
- custody papers from a court (if appropriate)
- proof of residency
- proof that ALL immunizations have been received and are up-to-date
- students whose immunizations are not current and complete will not be allowed to enroll until proof that these conditions have been met or an immunization waiver has been completed and is on file in the office.

The student and parent must complete an initial entrance interview with the Principal before enrollment can occur. In most cases, the District will enroll a student once official records are received. If a record transfer is delayed, a student may be admitted after a background check with the prior school. This is at the discretion of the Principal.

In the case of a special needs student, the parent or guardian will be required to sign a Thirty Day Letter authorizing services while the respective teacher evaluates the student for Individual Education Plan purposes.

Students enrolling from another accredited school must have an official transcript from that school in order to receive credit. The guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

### **FAMILY ACCESS STUDENT ACCOUNTING AND GRADEBOOK PROGRAM**

Parents of students enrolled in the Forest Park School District may obtain a password from the high school office that allows them to view their student's attendance, meal balance, student biographical data, and grades over the Internet. In addition, parents can contact teachers via e-mail with concerns or questions on an almost instantaneous basis. To obtain a password, please contact the high school office.

### **FIRE/TORNADO/LOCKDOWN/EMERGENCY DRILLS**

The signal for fire drills is a pulsating horn blast. It operates until the fire sensor has been located and deactivated by school personnel. All fire drills are timed. It is imperative that students move single file, rapidly, and carefully during a drill. They are not to slow down when outside the building until they have reached their pre-assigned areas. This allows the last students to quickly reach an area of safety. The first student to open any outside door should remain holding the door open until all other students have vacated the building or an administrator or teacher replaces them.

Tornado drill procedures will be reviewed in each class and will be followed when a tornado strike is imminent.

Code Red/Lockdown procedures are in place and drills are conducted annually per state guidelines.

### **GENERAL CAMPUS BEHAVIOR**

In order to maintain a safe and orderly learning environment, the following rules are to be observed by all students in the school building and on school property, before, during, and after school. Failure to comply with these rules may result in disciplinary action.

1. Running, pushing, and loud and/or boisterous activities are not permitted.
2. Respect for other students, staff, school employees, other adults, and school property is expected.
3. Vulgar language or obscene gestures are not acceptable.
4. During assembly or lyceum programs, students are to be attentive, courteous, and show proper respect by applauding in an appropriate and timely manner.
5. Inappropriate public demonstrations of affection in the school environment are not condoned.
6. Consumption of food and beverages is allowed only in designated areas such as the lunchroom and prohibited in such places as hallways, stairwells, the auditorium, classrooms, computer labs, and the library. Proper disposal of wrappers and empty containers in designated eating areas is expected. Student violations will result disciplinary action, which may include suspension from school.
7. Students are not to disturb classes in session or be in the halls when they are not scheduled for classes.
8. Students are not to bring radios, CD players, iPods, portable TV's, pagers, electronic communication devices, and the like to school without the permission of the Principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in community service, suspension, or expulsion.
9. Students may bring cellular phones to school provided they remain in their lockers and turned off, and are only before and after school. Cellular phones that are used or found in the student's possession during the school day will be confiscated and disciplinary action will be taken.

10. Any action or manner of dress that interferes with school activities or disrupts the educational process will not be tolerated. This includes disruptions that delay or prevent the performance of lessons, assemblies, field trips, athletic or performing arts events. This type of behavior will result in suspension or expulsion.
11. The use or possession of laser lights in school is a health hazard and will not be allowed. They will be confiscated and not returned.

### **HOT LUNCH AND BREAKFAST PROGRAM**

Breakfast is served daily in the cafeteria each morning. Breakfast is free to all students. Studies have proven students who eat a good breakfast do better academically than those that do not.

Hot lunches are available for purchase. Secondary students are charged \$2.00 per lunch meal, with extra entrée's available for \$1.25. Students new to the district will be issued bar coded I.D. cards for hot lunch and milk purchases. Students who order food from the Ala-Carte serving line will need to pay with cash. Ala-Carte selections are available each day in the cafeteria. A salad bar and pizza are available each day. Many other items are also available, and a price list will be posted near the Ala-Carte line. Students may use a meal card to purchase a regular meal and replace the main course with a salad from the salad bar. Lost, stolen, defaced, and misplaced meal cards will be dealt with according to school policy. This may result in a student eating an alternative meal and being charged for it.

### **LOCKERS**

Each student attending Forest Park Middle/High School will be assigned a locker. It is important that students realize their responsibility for the condition of their locker. Lockers are to be kept clean and neat, both inside and out. Signs, posters, etc. are not to be displayed on the outside of a student's locker without prior permission from the Principal. Lockers remain the property of the Forest Park School District and are on loan to the student. All lockers must be locked at all times; students who "set" their locker or fail to secure their lock do so at their own risk. The school is not responsible for missing items, including items considered stolen.

Students are advised to carry enough books with them to minimize visits to their locker. Students using lockers other than their own may be subject to disciplinary action. Students should not give their locker combination to any other students. During physical education classes and extra-curricular activities, students should make sure all clothes and other items are locked in their locker. Students should not leave items lying on benches or on the floor in the locker rooms.

With this being notification, lockers, parking lots, etc. are the property of the Forest Park School District and may, with probable cause, be searched with or without law enforcement personnel and/or canines.

The school district will have combination locks for sale to high school and middle school students. If you are in **high school** you must either purchase a school lock or leave your locker unlocked. Any personal locks will be removed immediately by the school district. The locks can be purchased through the middle school/high school office at the cost of \$5.00. Students may keep and reuse the same lock over the course of their middle/high school years.

## **LOST ARTICLES and LOST AND FOUND**

The school assumes no responsibility for lost articles. Property which has been lost is very difficult, if not impossible, to trace. Articles and materials can be left in the office and picked up at any time. Students in a physical education class or any other athletic program should turn in their wallets, purses, or valuables to the teacher or coach upon reporting to the class or activity. Lockers used to house expensive items should be locked at all times—especially lockers located in the gym/locker room areas.

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items from the office or physical education classes will be given to charity at the close of the school year.

## **LOITERING**

Students are not to enter the music or physical education areas unless on official business or participating in a music or physical education class.

## **PASS SLIPS**

In general, passes are not granted during class time except in cases of extreme emergency. When it is imperative that a student leave the classroom, said student must receive a written pass from their current teacher. Students who remain in class beyond the scheduled time will receive a pass to attend their next class.

Students found to be in the hallways or outside of their scheduled area during class time (regular or otherwise) may be subject to disciplinary action.

## **PREGNANCY – TEEN PARENT POLICY**

Remaining required course work and the method of completion of the work needed to obtain credit or a high school diploma are the sole responsibility of the teen. The teen is to arrange for a meeting with the counselor and the Principal at which time a plan for completing all required coursework will be discussed, and may be put in writing.

## **SCHEDULING AND ASSIGNMENT**

A schedule is provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's class schedule should be handled through the guidance office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. **A student is expected to follow his/her schedule.** Any variation should be approved with a pass or schedule change.

## **SCHOOL EVACUATION**

In case of emergency, each teacher has instructions for the proper evacuation procedures. The procedure includes the route to and the assembly area for each particular class.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

As a student, you are encouraged to attend as many school events held after school as possible, without interfering with your schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

Students who are in fifth grade or lower must be accompanied by a parent or adult chaperone. Students who are found in attendance in variance with this policy will be escorted from the building and may be barred from attending future extra-curricular activities. Repeat offenders may be banned from extra-curricular events outside the normal school day.

### **TAILGATING PARTIES**

Students who attend school sponsored activities are expected to observe the event from areas set aside by the school. School and civic groups may sponsor tailgating parties that occur before a school sponsored activity, provided a Facilities Use Form has been properly completed in advance and permission has been granted by administration. These parties are to end at the beginning of the scheduled event.

### **USE OF TELEPHONES**

The telephones in individual classrooms and the offices are business phones and are only to be used by students for emergencies with the permission of the teacher or office personnel. Please see the school policy on telephones in Section II of this handbook.

### **VISITORS**

Visitors, particularly parents, are welcome at Forest Park. In order to properly monitor the safety of students and staff, **each visitor must report to the high school office when they first enter the building and obtain a visitors nametag.** Any visitor found in the building without a nametag shall be reported to the Principal and escorted to the office. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School. Visitors are not to enter any classroom without first gaining permission from the building Principal.

Student visitors will be allowed for academic purposes only, and must be arranged by a parent/guardian. Such visitors must be arranged with the Principal at least two days in advance. Multiple visits by the same visitor will be at the sole discretion of the building Principal. All visitors **MUST** have their nametag in plain view at all times while visiting the school.

### **VOLUNTARY STUDENT LED ACTIVITIES**

Voluntary student-led activities which have been approved in advance by the Principal that occur during any portion of the school day including lunch are open to registered students of the Forest Park School District only.

### **VOLUNTEER WORK OUTSIDE OF SCHOOL**

Students that are requested to participate in activities outside of school during the regular school day must currently be passing all subjects they are taking with at least a C+ average **and be approved by the Principal.** Students will not be allowed to participate if they are scheduled **to take a test or exam, or to complete an important project, or if** in some way their absence from class would affect the overall class performance for the day. A Permission to Perform Volunteer Work Outside of School form must be obtained and permission granted from each teacher whose class would be missed. **The form must then be returned to the Principal at least one (1) week before the event is to occur.**

## SECTION II--POLICIES

### ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to insure that the Principal has the opportunity to review the announcement or posting.

### ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a pivotal portion of their education. A significant amount of learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

**As is true with all suspensions from school, a student who is suspended from school is responsible for missed work—this work is due the day they return to school.**

#### 1. Absences

Doctor appointments and all absences excused by a "doctor's note" shall be considered "Excused" and will count toward a student's attendance total.

Students can only attain credit buyback time by attending after school sessions which are scheduled with the Principal. If a student and family make the choice not to attend the credit buyback sessions as required by this policy, the student will receive no credit (N/C) for each class where more than four absences have been recorded. This will be reflected as 58.6 % or the actual earned grade, whichever is less.

**All credit buyback must be completed at the end of each marking period—extensions will not be granted to students who owe buyback time.**

The district identifies four types of student absences:

Excused (E); Unexcused (UE); School Activity (SA); Pre-Arranged (PR).

#### **Excused Absences (E)**

The district believes that a maximum of four (4) excused absences per class, per nine (9) week marking period is adequate to cover the legitimate needs of the majority of students.

Excused absences are administered under the following guidelines:

- 1. It is the responsibility of students and parents/guardians to ensure absences are properly excused.** All parents and guardians must verify absences with a phone call to the high school

office at 875-6869. If the parent is not able to speak with a school official, they are required to leave a message on the school answering system. A written communication to the main office is also acceptable. **The school will NOT contact parents regarding absences.**

2. **Absences must be excused within 48 hours.** Failure to follow this will result in the absences as being marked “unexcused.”
3. If a student accumulates more than four (4) excused absences in a marking period, he or she will need to attend credit buyback sessions. **It is the responsibility of students and parents to ensure that all buy-back time has been completed by the end of each marking period.** Buyback hours for excused absences above the allotted 4 per class must be made up at a 1:1 hour-to-class ratio.

Students can only attain credit buyback time by attending after school sessions, which are scheduled on Mondays and Wednesdays from 3:15 to 4:15, and are usually held in the high school art room. **Buyback time performed with custodians will not be accepted.** If a student and family make the choice not to “buy back” time due to excessive absences, the student will receive no credit (N/C) for the marking period in each class where more than four absences have been recorded. This will be reflected as 58.6 % or the actual earned grade, whichever is less.

4. For each day of excused absence, a student will be allowed one day to complete any missed work. **It is the responsibility of the student to speak with each teacher immediately upon their return regarding missed assignments due to an excused absence.**

There is no grace period for tests, quizzes, or projects that are assigned while the student is in attendance. If a student is present in class when a test, quiz, homework, or project is assigned and has an excused absence on the date of the test or quiz, or due date of the homework or project, the student must complete such an assignment on the day they return to school.

### **Unexcused Absences (UE)**

Unexcused absences may be considered evidence of truancy. A student who has an unexcused absence may not attend or participate in any school activity that occurs after school hours on that particular day.

Work missed due to unexcused absences will result in a loss of credit (zero) for those days missed. Students who repeatedly accumulate unexcused absences will suffer additional consequences, which may include referral to the court system, suspension from school, and/or loss of credit.

**Unexcused absences cannot be made up. Unexcused absences do count toward a student’s attendance total.**

A student shall be considered a “habitual truant” if, in spite of warnings and/or with his/her parent’s efforts to ensure attendance, he/she has accumulated three (3) truantries during a semester. As a result, such a student may be referred to the proper authorities.

### **School Related Absences (SA)**

School Related absences will not count towards a student's attendance account. School Related absences include time missed due to field trips, sporting events, club activities, etc. and must be verified by a school official before the absence occurs.

### **Pre-Arranged (PR) Absences**

A student is allowed to pre-arrange up to five (5) absences throughout the school year. **Students must complete a pre-arranged absence form (available in the high school office) before the date of the first scheduled absence.** Failure to follow this requirement may result in the absences being listed as "unexcused."

## **2. Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he must report to the high school office and sign in before proceeding to his/her first assigned location.

Students are allowed three tardies in each class during each marking period. For each tardy over the allotted three, students will be required to attend one hour of credit buyback. Failure to complete this credit buyback time will result in a loss of credit for the class for the marking period.

**If a student is more than five minutes late to a class, s/he shall be marked for a full unexcused absence.**

Students who utilize school transportation and are tardy due to situations beyond their control may be excused by the Principal.

## **4. Entering and Leaving the Building**

Students who must leave school early or arrive late are required to report to the main office. Students are required to sign in or out, and must speak with a school representative before leaving the building and/or returning to class. Students who leave or enter without following this procedure may face disciplinary action. See "Early Dismissals" in Section I of this handbook for more information.

## **5. Student/Parent Appeal Process**

Upon notification of loss of credit, a student and/or their parent may appeal their case to the Attendance Committee. The initial appeal must be made to Principal within three (3) school days of notification of the loss of credit. The appeal will be forwarded to the Attendance Committee which will schedule a meeting to review the appeal. At the appeal hearing, the student may be accompanied by a representative of their choice.

If the student and/or parent is not satisfied with the Committee's decision, they may appeal to the Superintendent within three (3) days of such decision. If the student and/or parent are not satisfied with the Superintendent's decision, they may appeal to the Board of Education at a regular meeting. Arrangements may be made through the Superintendent to have the appeal placed on a Board meeting agenda. The hearing with the Board will be public unless a private hearing is requested in private.

If a student and/or parent does not appeal a decision or do not attend a scheduled appeal hearing, the loss of credit will stand.

## **6. Medical Absences**

Students who miss school due to extenuating medical circumstances may request that their absences be “waived” by the Attendance Committee. Medical absence waiver forms are available in the main office. It is the responsibility of parents/guardians and students to pursue this request.

## **BOOK BAGS AND BACK PACKS**

Students are not permitted to carry book bags or backpacks from class to class. They are to be left in the student’s locker. Students who violate this policy may be subject to disciplinary action.

## **COMPUTER USE POLICY (SEE APPENDIX A)**

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate any student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Any removal will only be for the contagious period as specified in the school’s administrative guidelines, or Health Department directives.

## **CONTROL OF NONCASUAL CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable diseases the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure the rights of the person affected and those in contact with that person are respected. The school will seek to keep the student (s) and staff person (s) in school unless there is definitive evidence to warrant the expulsion.

As required by Federal law, parents will be requested to have their student’s blood checked for blood-borne pathogens when the student has bled at school and students or staff members have come in contact with the blood. Any testing is subject to laws protecting confidentiality.

## **CRIMINAL ACTS**

Any criminal acts originating at or related to the school may be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are involved.

## **DISTRIBUTION OF MATERIALS TO STUDENTS**

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the superintendent seven (7) days in advance of the desired distribution. A copy of the information to determine the appropriateness of the distribution of materials may be obtained from the building Principal’s office. The superintendent will notify the person or organization requesting to distribute on school property of his/her determination and the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the superintendent for approval.

## **DISTRIBUTION AND POSTING OF LITERATURE**

No outside organization, staff member, student representing an outside organization, student organization, or individual student may distribute or post literature on District property either during or after school without the permission and prior review of the superintendent or his representative. No materials from any profit-making organization are to be distributed for students to take home to their parents unless authorized by the Superintendent.

The posting of any material on school property must comply with school guidelines, which must be obtained from the Principal's office in advance of any posting. Failure to obtain prior approval to distribute or post literature, or to follow school guidelines, will result in the revocation of that individuals or groups privileges to distribute or post in the school in the future. Guidelines can be obtained from the office.

The distribution or posting of written material (poster, flier, advertisement, etc.) shall be limited to a reasonable time, place, and manner as determined by the Principal. Guidelines can be obtained from the Principal's office and must be followed.

## **DRESS CODE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted.

1. Clothing must be appropriate. Clothing that has a negative effect on the atmosphere for learning in the school is not permitted. This includes, but is not limited to; bare midriffs, bare backs, spaghetti straps, tank tops, any other form of clothing that reveals bare shoulders, pajama pants or any type of apparel for sleeping, and shorts that are determined by the Principal to be in poor taste. If a person persists in wearing shorts that are not in good taste they will lose the privilege to wear shorts in school.
2. Appearance will be clean and in keeping with health, sanitary, and safety requirements.
3. Hats, bandanas, and sunglasses will not be worn in the building. If a student is wearing a hat in the building he/she may be asked to relinquish possession of it immediately. If the student refuses to give up the hat, the student will be considered insubordinate and disciplinary action will be taken.
4. Appearance should not disrupt the teaching/learning process or cause undue attention to an individual student.
5. Clothing suggesting illegal substance abuse (alcohol, drugs, tobacco, etc.) is prohibited.
6. Profanity, vulgar language, gang symbols, and clothing that has a sexual connotation or adversely portrays a gender, is prohibited.
7. Apparel must be worn so that no under clothing shows when standing or sitting.
8. All students must wear shoes.
9. Class activities that present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards. This will be accomplished at the teacher's discretion.
10. Chains hanging from any clothing will not be permitted. This includes wallet chains.
11. Any student representing the Forest Park School District in any role must be well groomed at all times and is subject to each organization's guidelines. A student who is determined to be inappropriately clothed or groomed will be sent home to change unless the clothing can be covered up and the grooming problem eliminated on the spot. Students who repeatedly violate the dress code

will be subject to disciplinary action. Time missed from school is chargeable for attendance purposes.

### **DRIVER EDUCATION POLICY**

Forest Park no longer offers a driver education program. Please contact the high school office for information on area schools/organizations that offer this service.

### **DRIVING POLICY (In addition, please see the Athletic/Extracurricular Driving Code in Section V)**

#### **All Students**

Driving to school and parking a vehicle on school grounds is considered a privilege. Any student found to be operating a motor vehicle in a reckless manner may face disciplinary action, which may include detention, suspension from school, and/or revoked driving/parking privileges.

Students are expected to park in student-designated areas only, and shall not park in restricted areas designated as handicapped parking, staff parking, visitor parking, and those areas labeled as no access (diagonal lines). Vehicles found to be in violation of these requirements may be towed at the owner's expense.

All vehicles parked on school grounds must have parking sticker displayed in an obvious location in the front windshield area.

Students are not to use snowmobiles or ATV's as transportation to school.

#### **Technical and Vocational Education Students**

Transportation to the Technical Center in Iron Mountain and to West Iron County technical classes will be provided. However, should a student need to drive to either location, the following rules will be followed:

1. Obtain a pass from your technical teacher/Principal at least 24 hours prior to the day you wish to drive.
2. Have the above pass signed by your parent/guardian.
3. Submit the pass to the Principal prior to the day you are to drive.
4. Students who drive are not permitted to transport other students.

At no time should a student drive to the center without following the procedures as stated above. At no time will a student who is allowed to drive to the center permit any other person to ride along with him/her. A student who violates any part of this policy will no longer be allowed to drive to class.

Students who are suspended from the Technical Center or West Iron County technical classes will not be able to attend Forest Park High School for the duration of their suspension.

#### **Career Co-Op Students**

Students enrolled in a Work-Based Learning class must provide their own transportation. If a student has a vehicle that can be used on a daily basis to get to the job site, he/she may drive. In the event that a person does not have a personal vehicle, the district will work to place to student at a job site within reasonable walking distance of school.

Parent permission forms must be signed indicating the student has a valid driver's license and that he/she does have permission to use a personal, safe vehicle, during the school day for the purpose of getting to and from the job site. Since liability is an issue for the district, it will be the policy of the district that no student passengers will be transported in the program. In the event that such a situation is brought to the attention of the school district, both the student driver and passenger will be dropped from the program. Since the district is concerned with educational as well as safety issues, students will be expected to drive in a safe manner. Should inappropriate driving be brought to the attention of the district, the student (s) involved will be dropped from the program.

### **DRUG FREE SCHOOL POLICY**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school, school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be suspended from school and may be expelled from school. When required by State law, the District will also notify law enforcement officials.

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

#### **Alcohol-Tobacco-Breath-Test Instruments**

The School has a "Drug Safe" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, sale, solicitation, distribution, or use of drugs, tobacco, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student will be suspended or expelled and law enforcement officials when required by State law, will be contacted.

The sale, solicitation, possession of drug paraphernalia, distribution, possession, or use of drugs, tobacco, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes nonalcoholic beers, and wines, steroids and the like. Many drug abuse offenses are also felonies.

The Principal may arrange that a breath test for blood-alcohol to be conducted on a student whenever he/she has reasonable suspicion to believe a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or nor the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except when the student may need medical attention.

If the result indicates the student has consumed an alcoholic beverage, the student will be disciplined according to the procedures described previously and the student will be referred to local police authorities. If a student refuses to take the test, he/she will be advised that such a denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to

take the test. **If the student refuses for a second time, the refusal will be considered an admission of alcohol use and the appropriate discipline will be immediately invoked.**

### **EMERGENCY MEDICAL INFORMATION**

The Board has established the policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. This form is part of the student handbook which must be completed before registration for classes on the first day of school.

### **FINES AND FEES**

Any student who accumulates a fine or is responsible for a fee regarding any Forest Park program may not be allowed to participate in any extra-curricular activities until such fees/fines are cleared with the proper office. Extra curricular activities include, but are not limited to, commencement exercises and senior activities; sports and athletic events/practices/scrimmages; field trips that are not a part of the student's essential core curriculum; etc.

Please see Section V of this handbook for additional information on fees associated with athletic/extra curricular activities.

### **GUIDELINES FOR SCHOOL SPONSORED DANCES**

1. Students that leave the building from the dance will not be permitted to re-enter. In cases where an emergency exists, dance chaperones will not permit more than one student to leave the building at a given time.
2. Dances are for students who are currently enrolled at Forest Park and their guests who are currently attending high school. Students from other schools will not be permitted to enter Forest Park dances without a Visitor's Pass. This must be obtained from the Principal during a regular school day at least three (3) days prior to the dance. Students may receive permission to bring a guest to the Prom as long as the Visitor's Pass has been issued by the Principal at least two (2) weeks in advance and the visitor has not been a high school graduate for more than one year or is over nineteen years old.
3. No student that arrives later than forty-five minutes after the designated starting time (one hour for the Prom) will be admitted to any school sponsored dance.
4. Any student attending a dance who is reasonably suspected of being under the influence of any drug or alcohol will be disciplined. The following steps will be followed.
  - A. Two (2) attempts will be made to contact the student's parents or guardian immediately.
  - B. Local law enforcement will be contacted.
  - C. A breath test will be administered.
  - D. If found to be under the influence, disciplinary action will include a ten (10) day out of school suspension pending possible Board action. The student will not be allowed to attend school dances for the remainder of the school year. The student may also face disciplinary action under the Athletic and Extra Curricular Code Policy.

## **HOMEBOUND AND HOSPITALIZED STUDENTS**

At the request of the parent, homebound and hospitalized services are provided to students who are unable to attend school for more than five (5) consecutive days when the medical condition requires the student to be homebound or hospitalized for longer than five (5) days and has been certified by his/her attending physician (MD or DO). Parents who feel their students may qualify should contact the Principal and set up an appointment to complete the forms necessary to receive this service.

## **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal will remove the student or require compliance with a set deadline. This is for the safety for all students and in accordance with State law.

## **MEDICATIONS**

At no time are students to be in possession of any type of medication, including both prescription and non-prescription (over the counter) medications. This includes common OTC painkillers such as aspirin and Tylenol. In those circumstances where a student must take medication during the school day, the following guidelines are to be observed.

1. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5330 F1 must be filed with the Principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the Principal's office and the medication placed in the care of the Principal or a designee. Medications must be submitted in their original container with the prescription date, dosage, and student's name clearly marked.
4. Medications unclaimed by the parent or guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
5. The parent or guardian shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication as prescribed.
6. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
7. No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.
8. Any student that needs to have in his/her possession a prescription device, such as an inhaler, must follow the same guidelines as stated above. In addition, the student must have a written statement from both parent/guardian and the student's physician stating the necessity of this self-medication. These letters will be placed in the student's permanent file.

## **OUTSIDE AGENCIES**

Personnel from outside of the school, with the exception of those agencies and persons who are permitted by law, will not be permitted to meet with or question students during school hours unless prior notification and permission of parents or guardians has been given. **If parental permission is given for a meeting with a student and outside agency, and is to take place during school hours**, an adult representative from the school will be present at the meeting.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the School. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. The policies used by the Forest Park School District for the selection of classroom and resource center materials may be obtained from the high school office.

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

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their student may have a disability that substantially limits their student's ability to function properly in school, should contact the high school office at 875-6869.

## **STUDENT FEES, FINES, AND CHARGES FOR ABUSE OF PROPERTY**

Student using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The amount of the fine will not exceed the cost of the item and its replacement or installation if applicable. In addition, if the loss or damage was intentional, the student will also be subject to disciplinary action.

Late fines can be avoided when students return borrowed materials promptly. The materials may be needed by others. Failure to pay fees, fines, and charges for damages will result in the withholding of grades and credits, report cards, or future use of equipment.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's counselor.
3. No student may participate in fund-raising activities off school property without proper supervision by approved staff or adults.
4. No house-to-house canvassing is allowed by any student for any fund-raising activity.
5. Any fund-raisers that require the students to exert themselves physically beyond their normal pattern of activity, such as "runs for...", will be monitored by a staff member in order to prevent a student from over extending himself/herself to the point of potential harm.
6. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
7. All fundraising activities and methods must be approved by the overseeing club advisor or school Principal.
- 8.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the written approval of the Principal. Violation of this policy may lead to disciplinary action.

## **TELEPHONES, CELLULAR PHONES, IPODS AND ANY DIGITAL DEVICE THAT MAY ACCESS AN ONLINE NETWORK**

Students are allowed to possess electronic devices under the following guidelines:

1. Devices **are not** to be used during the school day (8:20-3:05). This includes the lunch period.
2. Devices must be kept in school lockers at all times.
3. During the school day all devices must be turned "off."

Please see the section of student discipline for further details.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Forest Park, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the middle/high school office for specific details.

## **WITHDRAWAL FROM SCHOOL**

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

## **SECTION III--ACADEMICS AND CURRICULUM**

### **ACADEMIC PROGRESS AND DEFICIENCY REPORTS**

These reports will be sent to parents during the fifth (5) week of each marking period, when a student has a class average of less than 70%, or when the students grade has dropped more than one grade from the last marking period (Example – B first marking period and doing C- work this marking period, a Deficiency Report will be sent home). Teachers may send home Academic Progress Reports at any time as they deem necessary.

### **ACADEMIC HONORS**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments with a variety of awards, including (but not limited to) academics, athletics, performing arts, citizenship, and volunteerism.

A student who achieves a 3.00 (B) or better average for a marking period will be listed on the Honor Roll for that marking period. Students listed on the Honor Roll will be listed in one of the following categories:

4.00 GPA

3.99-3.500 GPA

3.49-3.00 GPA

It is important to note, however, that a student earning less than a C in any class, regardless of his or her overall grade point average, will not be considered a member of the honor roll.

For high school graduation ceremonies, the valedictorian and salutatorian will be determined at the end of the second semester their senior year and receive title recognition.

Honors graduates will receive an honor cord to be worn at high school commencement. Students who have earned a 3.0-3.499 cumulative high school grade point average will receive a silver cord. Students who have earned a 3.5-4.0 cumulative high school grade point average will receive a gold cord.

### **ACCREDITATION**

Forest Park is accredited by the Michigan Department of Education. *The Education Yes! Report* which is given annually to all Michigan schools provides a letter grade. The results of this report will be placed in the school newsletter as close to the beginning of school as possible.

### **CAREER CO-OP (WORK BASED LEARNING)**

The Forest Park Work-Based Learning (WBL) program is designed to allow students the opportunity to gain valuable on-the-job training and experience in a real-world setting, while also earning credit toward high school graduation. It is expected that the placement and circumstances surrounding a WBL application and possible placement are aligned with the student's long-term education and professional goals, as well as their Educational Development Plan (EDP). Students who are not placed within five (5) days after the start of the semester may be dropped from the WBL program and enrolled in traditional classes.

General information about the program is outlined below, and is followed by a formal application for participation in the WBL program. Students and parents are encouraged to call the school (906-875-6869) with any questions or concerns about the program.

#### **A. Process**

- a. In order to be considered for a work-based learning placement, a student must first complete the application as outlined on the reverse of this sheet. Once applications are received and reviewed, selected students will be asked to present their application to a panel of school personnel, including Principal, the School Counselor, and the Director of Work Based Learning. If promoted to the third level of application, the student will then need to complete an interview with their prospective cooperating employer. If the student passes this third level, they will be scheduled with their employer for the upcoming fall semester.

#### **B. Basic Program Outline**

- a. Applications will only be accepted in the spring of each year, and are absolutely due by the application deadline. Late/incomplete applications will not be accepted.
- b. WBL placements must begin in the first (fall) semester of the school year, and are renewable for the second (spring) semester of the same school year.
- c. Seniors shall receive preference for WBL placements; juniors will be considered if space allows. WBL opportunities are not open to students below junior status.
- d. Students scheduled for a WBL experience may be withdrawn from the program at any time, including as a result of poor performance reviews, gross misconduct, or as a result of any other situation as deemed appropriate by the placement committee.

- e. It is the responsibility of each student to provide their own transportation to and from the WBL site. Students will not be allowed to ride together or transport other students at any time unless authorized by the Director of Secondary Education.

Parent permission forms must be signed indicating the student has a valid driver's license and that he/she does have permission to use a personal, safe vehicle, during the school day for the purpose of getting to and from the job site. Since liability is an issue for the district, it will be the policy of the district that no student passengers will be transported in the program. In the event that such a situation is brought to the attention of the school district, both the student driver and passenger will be dropped from the program. Since the district is concerned with educational as well as safety issues, students will be expected to drive in a safe manner. Should inappropriate driving be brought to the attention of the district, the student (s) involved will be dropped from the program.

### **COURSE OFFERINGS**

Course offerings change from year to year due to a variety of circumstances. Each year the guidance office publishes an updated curriculum guide which is made available to all students during registration. Persons interested in acquiring a copy of the curriculum guide should contact the guidance counselor.

### **CREDITS**

Students attending Forest Park must be enrolled for a complete day of classes. Typically, this includes attending seven periods (classes) each day. Students will be awarded a half credit (0.5) at the end of each semester for every class in which they have earned a passing grade (D- or above). Students attending vocational, work-based, or dual enrollment programs may be allowed to follow slightly different guidelines. A minimum of twenty-five (25) credits, some of which in specifically required classes, are required for graduation.

### **DROP/ADD AND WITHDRAWAL**

All procedures involving drop/add and withdrawals from classes shall affect credits for the semester in progress only.

The following procedures will be followed whenever a student wishes to drop/add or withdraw from a class:

1. A class may be added or dropped during the first five (5) class days of a semester with written consent from the parent, teacher, the guidance counselor, and the Principal.
2. For the 2009-2010 school year, classes must be dropped (or an appointment made to do so) by the end of the day Monday, September 14<sup>th</sup> (first semester). The drop/add date for second semester will be determined by the counselor.
3. Classes dropped during the five (5) day Drop/Add period will not be indicated on the student's permanent record. No loss of credit shall result when courses are dropped during this period.
4. A student adding a class during the five (5) day Drop/Add period must have permission from the teacher of that class and make up any work missed before the class was added.
5. Withdrawal Passing Procedure
  - a. A class may be dropped after the fifth (5) day of the semester with written consent from the parent/guardian, guidance counselor, teacher, and Principal. A student who drops a class after the Drop/Add period shall carry their earned overall percentage to the newly enrolled class.

### **DUAL ENROLLMENT (Postsecondary Enrollment Options Act, PSEO)**

Under the conditions of the PSEO, eleventh and twelfth grade students who qualify may be eligible to take courses at the college level for high school credit, college credit, or both, with expenses at least partially paid

by the Forest Park School District. Juniors and seniors interested in taking college courses under PSEO should contact Principal or guidance counselor for details.

Ninth and tenth grade students should be aware that eligibility to take college courses under PSEO depends on the results of the MEAP High School Test which all juniors are required to take. Therefore, tenth graders who anticipate wanting to take college courses under the PSEO during their junior year must take the MEAP High School Test as tenth graders and must notify the Principal, in writing, of their desire to do so. Students should contact the Principal or guidance counselor for additional information.

### **FIELD TRIPS**

Field Trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Based upon a poor attendance record and/or class performance, the Principal and teacher have the right to prohibit a student's participation in a non-classroom related school function during the school day.

### **FINAL EXAMS**

All middle and high school students at Forest Park participate in comprehensive semester exams, the sole exception being graduating seniors who are exempt from second semester exams if they have maintained a solid B average for the third and fourth marking periods of their senior year. To ensure the integrity of the exam process, the only students who will be allowed to take exams outside the scheduled exam times will be those students who miss school due to illness and provide the school with a note from a physician, and those students who are participating in a school sponsored event. Students who fail to fall into these categories will receive a grade of zero for their missed exams.

Students, including seniors, are expected to be in their classes for the duration of the exam period, and on the exact day that each exam is scheduled. Students are not permitted to rearrange their personal exam schedule without prior approval.

### **GRADES**

Forest Park has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has mastered the materials presented in the course (s) being taken. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher will supply their students with Classroom Guidelines and Procedures at the beginning of each course which will contain their grading policy for the course.

The middle/high school uses the following grading system:

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

F= Failure      I= Incomplete\* NC= No Credit – no impact on G.P.A.  
CR= Acceptable achievement      WP= Withdrawal/Passing

\*Incomplete grades will be completed within ten (10) days of the end of the marking period, unless an approved plan for extension of time is on file in Principal's office. The Principal's must approve any extension. An incomplete grade will be changed to an F or NC ten (10) days after the grade has been posted unless an approved plan is in place.

## **HOMEWORK**

The assignment of homework can be expected. Student's grades will reflect the completing of work, including outside assignments. Homework is also a part of the student's preparation for MEAP tests and graduation.

## **MICHIGAN VIRTUAL HIGH SCHOOL/ONLINE LEARNING**

Students wishing to enroll in a class via Michigan Virtual High School (MVHS) may be allowed to do so at the discretion of the Principal and the school counselor. Students taking an MVHS class as an expanded curriculum (EC; i.e. to take a class not offered at Forest Park) must complete an agreement form (available in the main office) before enrollment can begin. Students will be required to submit a \$50.00 deposit for such a class; this deposit will be refunded upon completion of the MVHS course, provided that the student receives a final passing grade. If a student fails an EC-MVHS class, their \$50.00 deposit will not be refunded, and s/he will be responsible for the balance of the remaining payment for the class. At the time of this printing, MVHS classes cost a total of \$275.00.

Students enrolled in an online class will have their grades tracked weekly. A grade will be posted for each online student based on their expected weekly progress in their online course.

Students who are taking an MVHS course for credit remediation and/or have failed a Forest Park sponsored MVHS class in the past (including the online learning component currently covered in 8<sup>th</sup> grade computers) will be responsible for any fees associated with the course.

In order for a student to receive credit for an MVHS class (and in regards to calculation for graduation and participation in commencement exercises) a student must complete, submit, and receive a posted grade for all assignments included in the course prior to commencement exercises.

## **REQUEST TO CHANGE A GRADE**

The following procedure is to be followed if a student and/or his/her parent(s) request a change in a grade assigned by a teacher.

1. The teacher is to be contacted by the student or parent to discuss the reasons a grade should be changed. This contact must be made within ten (10) school days of the date the grade was issued. The teacher must respond to the request within ten (10) school days of the date the request was made. If the teacher concurs with the request for the change, the grade change is made by the teacher. The Principal is notified of the change and given a written explanation as to why the grade was changed.
2. If a teacher does not concur in the grade change, the student or parent may request a meeting which will include the teacher, the student and/or his/her parents, and the Principal. If the parent requests an attorney be present, the District's attorney may also be in attendance. If the student and/or parent

3. The Principal will chair the meeting and inform participants of the meeting guidelines:
  - a. The student and/or parent will present reasons for the grade change.
  - b. The teacher will present reasons for the continuance of the grade.
  - c. The Principal and attorneys (if any) may question both parties while both are in attendance.
  - d. Upon completion of the questions, the meeting will recess while the Principal (without the presence of the school attorney) deliberates.
  - e. The Principal will convene the meeting with all parties present and announce his/her decision.
  
4. The Principal's decision may be appealed to the Superintendent in accordance with the procedure described in policy 9130.

### **GRADE POINT AVERAGE**

To calculate a grade point average (G.P.A.) assign a weighted point value (Listed on previous page) to each course grade and divide by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half credit course with an earned grade average of C would be  $.5 \times 2 = 1$ . After completing this process for each class, add these together. The total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of years.

### **GRADING PERIODS**

Student shall receive a report card at the end of each nine (9) week period indicating his/her grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents by the teacher, in the form of a letter, note, or phone call home. Arrangements will be made at that time between the teacher and parent in the form of a school visit or phone conference and actions taken to improve the student's poor grades.

### **GRADUATION REQUIREMENTS**

Normally, a student will complete graduation requirements in four (4) years. In order to graduate with a diploma and participate in commencement exercises, a student will need to meet the school requirements for basic course work, and earn a total number of 25 credits. Students must be enrolled in a full load of classes, and must attend school during all (7) hours a day for all semesters enrolled. In addition, the student must complete the Michigan Merit Exam. After successful completion of the Michigan Merit Exam, the student may qualify for the Michigan Merit Award Scholarship, provided funds are made available. Only students who have successfully completed all of the requirements for a regular diploma, including the submission of all listed assignments and a posting of grades for all assignments, will be allowed to participate in commencement. Specific course requirements for graduating classes **through May 2010** include the following 25 credits:

English I, II, III, IV	(4)	Mathematics	(2)
		Elective	(1)
Science			
Physical Science	(1)	Biology	(1)
		Elective	(1)

Social Studies

U.S. History (1) Economics (.5) Government (.5) Elective (1)

Other Required Courses

Information Technology (.5) Health (.5) Parenting (.5) Physical Education (1)

*Electives (9.5)*

*TOTAL: 25 credits*

Students graduating with the **Class of 2011 and beyond** must complete the new Michigan Merit Curriculum requirements. These include:

Math (4 credits)

Algebra I (1)  
Geometry (1)  
Algebra II (1)  
One math course in final year of high school (1)

English Language Arts 9, 10, 11, 12 (4)

Science (3 credits)

Biology (1)  
Physics or Chemistry (1)  
One additional science (1)

Social Studies (3 credits)

Civics (.5)  
Economics (.5)  
U.S. History and Geography (1)  
World History and Geography (1)

Physical Education (1)

Visual/Performing/Applied Arts (1)

Online Learning Experience (1)  
(Must be completed)

## **GUIDANCE PROGRAM**

Students are encouraged to take advantage of the services provided by the middle/high school counselor, whose responsibilities include, but are not limited to:

1. Guide and counsel students through the development of individual educational and career plans.
2. Counsel individual students and groups of students.
3. Consult with teachers, staff, and parents regarding the needs of students.
4. Refer students with serious problems to appropriate community resources in consultation with the student's parents.
5. Coordinate and conduct and/or participate in activities that contribute to the education, emotional well being, and health of both students and staff.
6. Provide testing and interpretation of test results to students, parents, and staff.
7. Provide students and parents with college and career advice and placement.
8. Help formulate the master schedule with the help of the administration.

## **PROMOTION PLACEMENT AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing the course work, earning the necessary credits, and taking the Michigan Merit Exam. A student is only promoted when the necessary requirements are met and if the student has completed the goals and objectives of an Individual Education Plan (I.E.P.).

It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following numbers of earned credits designate the grade in which the student will be registered:

Freshman	0 to 7 credits
Sophomore	5.5 to 14 credits
Junior	11 to 21 credits
Senior	16.5 or more credits

## **SPECIAL EDUCATION**

Forest Park provides a variety of Special Education Programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the high school office at 875-6869.

## **STUDENT ASSESSMENT**

To measure the student's progress, students will be tested in accordance with State standards and District policy. Each student will take the Middle School/High School MEAPS or Michigan Merit Exam. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help staff determine the instructional needs of the students. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often administered by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing,

specific information and/or parent consent may need to be obtained. Forest Park School District will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Guidance Office.

## **TESTING OUT**

The 1993 Public Act 335, Section 1279b, states: “The board of a school district shall grant high school credit on any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter for the course by attaining a grade of not less than C+ (79%) in a final exam in the course. If there is not a final exam, students may exhibit that mastery through the basic assessment used for that course, which may consist of a portfolio, performance, paper, project, or presentation or combination of the afore mentioned. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine”

Any student who wishes to test out of a class must contact the high school office at least three (3) weeks before the end of the school year. The student will be given a permit form to receive materials from the appropriate teacher. The dates for taking the examination for these classes may be obtained from the high school office no later than fourteen (14) days before the start of the school year. The school will set up three (3) examination dates during which time students must take their examinations. Failure to show up for the scheduled examinations will make the student ineligible to test out.

## **VIRTUAL-INTERNET-INDEPENDENT STUDY-ADVANCED PLACEMENT OPTIONS**

Students interested in courses beyond the curriculum offered by Forest Park High School should contact the high school guidance counselor for information on available programs such as the Michigan Virtual High School, Michigan Virtual University, other distance learning opportunities, and classes shared with other area high schools.

## **SECTION IV-STUDENT CODE OF CONDUCT**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors contained in this list.

It is the school staff’s responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words “safe” and “orderly”. Discipline is within the sole discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Students should be aware that if one or more teachers/staff members file discipline/behavior related referrals for the same student, the following consequences will be considered.

1. Three (3) disciplinary referrals received during the course of the school year will result in a one (1) day in-school or out-of-school suspension at the discretion of the Principal.
2. Upon return, if the student receives one (1) more disciplinary referral, the student will be given a three (3) day in-school or out-of-school suspension at the discretion of the Principal.
3. If this behavior persists upon returning from the three (3) day suspension, the student will be given a three (3) day in-school or out-of-school suspension and an Incurability Petition may be filed with the Juvenile Court.

### **Statement**

This code of conduct for all students attending the Forest Park School District incorporates the rules and regulations to be followed by students (Middle through High School) and disciplinary actions which will result from infractions of these rules and regulations.

## **Guidelines**

1. Suspension and Expulsion defined:
  - A. "Suspension" means temporary removal of a student from attendance in his/her regular class schedule because of persistent disobedience.
  - B. "Expulsion" means the permanent removal of a student for a major infraction or persistent disobedience.
2. When at all possible, the administrator will provide disciplinary action that will avoid students missing classes. Such action may include, but is not limited to, the assigning of several detentions, Saturday School, after school custodial work, and community service work.
3. Students may be suspended from school for no more than ten (10) days for any specific or single infraction of rules or regulations covered under this code without Board action.
4. Prior to this code becoming valid, the student must have received a copy of this code.
5. Under no circumstances should a student be suspended from school or expelled from school without due process having been followed. Parents or guardians must be informed whenever students are suspended or expelled.
6. Parents or guardians may be required to accompany the student to school for a conference with the Director of Secondary Education prior to being reinstated after any suspension or expulsion.
7. Except as stated under the Dangerous Weapons section on page 30, students may be expelled from school for no more than one semester for behavior that has accumulated during the school year when all previous efforts to build deterrents have failed.

## **AUTHORITY OF THE BOARD of EDUCATION as STATED in the GENERAL SCHOOLS LAWS**

380.13311 (1) Subject to subsection (2), the school board, or the school district superintendent, a school building Director of Secondary Education, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience, if in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is a constituent in accordance with section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1), shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5). However, a school board is not required to expel a student for possession of a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:

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

(3) If an individual is expelled pursuant to subsection (2), the expelling school district shall enter on the individual's permanent record that he or she has been expelled pursuant to subsection (2). Except if a school district operates or participates cooperatively in an alternative education program appropriate for the individuals expelled pursuant to subsection (2) and in its discretion admits the individual to that program, an individual expelled pursuant to subsection (2) is expelled from all public schools in the state and the officials of a school district shall

not allow the individual to enroll in the school district unless the individual has been reinstated under subsection (5).

## **GROUNDS FOR SUSPENSION**

The list below is an example of behaviors that are grounds for suspension. This list is not exhaustive and should not be interpreted to be the only behaviors that may lead to suspension.

1. Harassment.
2. Disrespect to staff.
3. Possession, use of, distribution, solicitation, or under the influence of drugs, inhalants, alcoholic beverages or LA or NA beer and possession or use of tobacco products (including chewing tobacco and tobacco imitations). Students violating this provision at extracurricular activities will be restricted from future attendance at these events.
4. Smoking or using tobacco products within 1,000 feet of school property.
5. Insubordination.
6. Loitering on public property of what is considered campus or property under the jurisdiction of the school during the hours of 7:00 a.m. to 4:30 p.m.
7. Fighting on school property at any time.
8. Stealing in school or in a school setting.
9. Truancy.
10. Using profanity in school or in a school setting.
11. Vandalizing school property.
12. Violating the dress code.
13. Cheating and plagiarism.
14. Failure to serve assigned detentions, community service, or Saturday School.
15. Possession of a weapon.
16. Arson.
17. Physically assaulting or verbally threatening a staff member, student, or other person associated with the District.
18. Student disorder or demonstration.
19. Extortion.
20. Gambling or playing cards in school.
21. Trespassing.
22. Theft.
23. Unauthorized use of school or private property.
24. Aiding and abetting violation of school rules.
25. Violation of individual school and classroom rules.
26. Violation of rules and policies stated throughout this Student Handbook.

## **TYPES OF SUSPENSIONS**

1. In school: The student is confined to the suspension room located in the high school from 8:20 until 3:05. The student is to bring his/her lunch or make arrangements for someone to bring **his/her lunch to the room**. The student is to contact his/her teachers prior to the day he/she is serving in-school suspension to get all work **he/she** will miss while on suspension. Absences from class are treated as chargeable absences and the student is expected to complete any work assigned for that day during the detention. Any work not handed in as if the student were in class will be given a grade of F. The student may not participate in or attend any extra-curricular or co-curricular activities on the day (s) of in-school suspension.
2. Out-of-school: The student is prohibited from being on any school property on days of an out-of-school suspension. All absences during an out-of-school suspension are chargeable absences. The student may not participate in or attend any extracurricular or co-curricular activities on the day (s) of out-of-school suspension.

## **READMITTANCE AFTER SUSPENSION**

If a student is suspended out of school for any period of time, s/he must meet with the Principal before they are allowed to resume their school schedule. A parent or guardian must also be present, as this meeting will serve to outline what is expected of the student and to review any other student or administrative concerns. Other staff may be included, such as counselors or teachers, at the discretion of the Principal. At this meeting, the student and parent/guardian may be asked to sign a behavior or academic achievement plan to ensure a successful return to school for the student.

In the event the Principal is unable to meet with the student, the student will be allowed to return to school and must meet with the Principal as soon as s/he is available.

## **GROUNDS FOR EXPULSION**

1. A student may be expelled from school for no longer than one semester for continued violation of the code of conduct whenever suspension has proved to be ineffective as a deterrent of that behavior.
2. A student may be expelled from school for up to 180 days under the dangerous weapons provision, for making a bomb threat, for making a false bomb threat, or other similar conduct that jeopardizes the safety and/or health of students and/or staff.

## **Student Rights**

A student subject to the rules and regulations of the Forest Park School District shall be afforded all rights of due process. A student shall have the right to appeal judgment and punishment tendered against him/her.

## **Appeal Procedure**

1. Appeals are to be submitted in writing along the following channels of authority:
  - A. K-12 Principal
  - B. Superintendent
  - C. Board of Education
2. The written request will be investigated and a final decision rendered as quickly as possible.

## **HARASSMENT**

The school believes every individual deserves to be able to come to school without the fear of demeaning remarks or actions. The harassment of students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

1. Verbal:

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
2. Nonverbal:

The placing of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leers, whistles, and the like to a fellow student, staff member or other person associated with the District.
3. Physical Contact:

The threatening or unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

### **Gender/Ethnic/Religions/Disability Harassment**

#### 1. Verbal:

A. The making of disparaging written or oral innuendos, comments, jokes, insults, threats, or remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

B. The conducting of a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

#### 2. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environments or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

#### 3. Physical:

Any intimidating or disparaging action such as hitting, hissing, spitting, etc. on a fellow student, staff member, or other person associated with the District. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with one of the persons listed on the bulletin board who are available to students to report any harassment incident.

The student may make contact by a written report, by telephone, or by a personal visit. During this contact, the reporting student should provide the name of the person(s) he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance or recurrence of the harassment.

Given the nature of harassing behavior, the school recognizes false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Knowingly making a false accusations will be dealt with according to the, and the school may take action against anyone who raises or files a harassment complaint.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse and will require the student-abuser be reported to proper authorities.

### **HAZING AND INITIATIONS**

The Board of Education believes hazing and initiating activities of any type are inconsistent with the educational process and therefore, prohibits all such activities at any time in school facilities, on school property, and at District sponsored events. Permission, consent, or assumption of risk by any individual subject to hazing shall not lessen the

prohibitions contained in this policy. Students who participate in any hazing or initiation activity will be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

## **WEAPONS**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted as to a real weapon. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed a student other than the one who possessed the weapon brought a weapon on district property, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of 180 school days if he/she brings onto or has in his/her possession on school property or at a school related activity any of the following:

1. Possession of a weapon
  - A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive weapon.
  - B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
  - C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.
2. Use of any object as a weapon  
Any object used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
3. Knowledge of Dangerous Weapons or Threats of Violence  
Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Director of Secondary Education. Failure to report such knowledge may subject the student to discipline.
4. In regard to appeal, refer to page 35.

## **SECTION V--ATHLETICS AND EXTRA CURRICULARS**

### **Philosophy of the Athletic Program Forest Park High School and Middle School**

Through the participation in extra-curricular activities, the aim of the Forest Park School District is to develop those characteristics which demonstrate skill, loyalty, fair play, and good sportsmanship. As an educational institution, we strive to educate the individual mentally, ethically, socially, and physically.

The public performance of the school's various teams is the result of the attitudes and ethics taught and practiced by both students and coaches. Any time a student represents Forest Park in extra curricular activities, dress must meet Forest Park Dress Code guidelines, unless uniform dress is required or individual activity rules apply.

We at Forest Park will:

- Afford all students the opportunity to improve physical fitness through activities that are planned and supervised.
- Develop in athletes the high ideals of sportsmanship, fair play, poise and humility, pride and compassion in victory and defeat.
- Cause participants to develop self-awareness by helping them strive to reach their physical and mental potential.
- Teach participants to set goals and, subsequently, work to achieve them.
- Foster an appreciation of the role of sports by enhancing their quality of life.

## **Activity Fees**

1. Activity fees will be paid by each participating student per activity to help offset costs of coaches, transportation, and other costs. The fees do not guarantee playing time in games. The fees apply to students and activities in grades 7-12.
2. Activity fees for the 2009-2010 school year will be as follows: \$20 fee will apply to cheerleading and junior high basketball. A \$40 fee will apply to all other sports and extra-curricular activities.
3. Fees will be paid prior to the first scheduled contest/activity/scrimmage that the student is participating in. Each student must pay their fee to the secretary in the superintendent's office. Failure to pay the fee on time will result in the student being ineligible to practice or participate in contests/scrimmages until the fee is paid in full.
4. If a student pays the fee and becomes unable to complete the season/schedule, (i.e., season ending injury, sickness, move out of school district), the fee may be refunded on a pro-rated basis. A student athlete who quits the team once the first game or contest has been played will not be refunded his/her fee.
5. If there are any individual cases of financial hardship in affording to pay the fees, the student and parent/guardian must contact either the Principal and/or the athletic director prior to the payment deadline. If such cases occur, they will be handled on a case by case basis.
6. Any other extenuating circumstances that may arise in regards to the activity fees will be handled on a case by case basis by the athletic director.
7. Money raised during a particular fundraiser may be used to cover the participation fee for athletes for that particular sport only. All monies in addition to those used to pay participation fees will be placed in the individual sport's general fund. The Athletic Director, with input from the coach may designate any part of this money to be saved to supplement that sport's participation fee for the coming season. Monies will not pass from one sport to another to cover individual athlete's participation fees at any time.

## **Athletic and Extra Curricular Activities Code**

### **PURPOSE**

Interscholastic athletics and extra curricular activities are completely extra-curricular in nature, are in no way prescribed for students, and exist solely through voluntary participation. Adherence to at least a minimum code of behavior will make the experience in athletics or extra curricular activities more meaningful to the participants. Students participating in any sport or extra curricular activity are constantly in the public eye and must conduct themselves in a positive manner. Athletes and extra curricular activity participants represent their team, school, community, and parents. Therefore, it is imperative they adhere to the following rules and regulations. The athletic and extra curricular activities code applies to all athletic teams, cheerleaders and Pom poms and other extra curricular activities in grades 7-12. Athletes are also subject to the regulations of the Michigan High School Athletic Association.

### **TIME PERIOD**

This athletic and extra curricular activities code is in effect year round, 24 hours a day.

### **VIOLATIONS**

It shall be a violation of this code for a student participating in athletics or extra curricular activities to:

- A. To use or consume alcoholic beverages, drugs, narcotics, or tobacco products.
- B. To have in his/her possession alcoholic beverages, drugs, or narcotics.
- C. Gross Misconduct – Offenses committed against the law  
Example: Arrest for items A and/or B by any of the law enforcement agencies, felonies or misdemeanors.
- D. To conduct him/herself in a way that casts a negative reflection on the Forest Park School District. Example: Insubordination, stealing, vandalism, suspension, cheating, plagiarism.

1. Any student who is ineligible to participate for any reason will not be permitted to miss school to attend an event.
2. If a student is serving an in-school-suspension for any reason, he/she will not be allowed to participate in any activities or events scheduled on that day.

### **Defined Season**

A season will be defined as the number of scheduled contests or events for each respective sport or extra curricular activity. Suspensions for athletic code violations will be determined on a percentage basis as stated in the student handbook. These suspensions will be applied throughout the regular season, and into any post-season/playoff/tournament play.

### **First Violation**

An offender will forfeit 20% of his/her participation in interscholastic contests and extra-curricular activities in which he/she is participating. Failure to complete the said activities will result in forfeiture of any activity up to one (1) year from the date of the violation. This enforcement will be effective for the next scheduled contests. 20% will be determined by the total number of scheduled play dates or contests that are scheduled for that particular sport. The 20% will be rounded up to the nearest whole number of contests. The 20% suspension, as related to the Band Department, will be decided on the number of extracurricular activities as determined by the band director provided the suspension is for the number of consecutive events that occur directly after the code violation has been enforced on a student. Students will be required to participate in all band activities that are graded.

If less than 20% of a season remains, the suspension will be continued to the next season in which he/she participates. A 20% suspension will only be considered to be met if the student completes the entire season for each sport or extra curricular activity. If the season is not completed, then the student must serve the 20% suspension during the next season he/she participates in.

If a student is involved in two (2) **or more** sports and/or extra curricular activities at the same time, the 20% suspension will apply to each activity.

If it is determined that a student athlete and/or extra curricular activity participant has committed a (first or second) violation with regard to the use of alcoholic beverages, drugs, narcotics, or tobacco products, the student may be referred for assessment and/or evaluation.

### **Second Violation**

1. If occurring within one calendar year from the first offense, the athlete or extra curricular activity participant will be suspended for one calendar year from all athletic contests.
2. If the violation is more than a year from the first offense, then the penalty will be the same as the first violation.
3. However, the student and his/her parents will have the right to appeal to the Principal after a 90-school day period. (1) If no further violations have occurred and proof of professional counseling for offense has been completed and verified in writing, the student may be placed on probation for the remainder of the 365-day period. If so, he/she will be permitted to actively participate on a sporting team or extra curricular activity providing he/she has fulfilled the 20% suspension of contests clause as stated under the 1<sup>st</sup> violation. If any violation is reported during this probationary period, the 365-day discipline will be re-administered and become effective as of the date of the decision on a third offense. (2) If a violation has occurred, the 365-day discipline will continue with no further opportunity for appeal. If so, he/she will **not** be permitted to actively participate with a sporting team or extra curricular activity providing they have fulfilled the 20% suspension of contests clause as stated under the first violation.

For purpose of appealing a 365-day decision, if a second violation occurs and the time cannot be served during an August-May school year, discipline will stop as of the U.P. Track Meet at the end of May and will continue on the first day of the fall sports practice season, as set by the Michigan High School Athletic Association.

### **Third Violation**

If a student athlete commits a third offense during his/her high school career, it will constitute a permanent suspension from all athletic and/or extra curricular activity participation for the remainder of the student's career at the Forest Park School District.

The statute of limitations on any and all offenses shall be one calendar year from the official determination of the second violation.

If it has been determined that a first, as well as a second violation did occur during summer vacation, discipline will be imposed according to second violation language. A decision will be rendered just prior to the beginning of the fall sports season, or approximately August 15, the date set by the Michigan High School Athletic Association.

### **Consecutive Violations**

If a student has committed to offenses and is waiting for the 90 day waiting period to pass in order to appeal the 365 day suspension, and then commits a third offense during that 90 day period, the student will be suspended from athletics for a minimum of 365 days from the date of the third offense before being able to appeal their eligibility.

If a student commits a fourth violation at any time during the appeal periods, they will be suspended from athletics from the remainder of their high school career.

This policy does not take the place of First, Second, or Third Violation polices as written above.

### **Other Misbehavior**

Misbehavior during the school day which results in a suspension, such as fighting, will also be subject to discipline as outlined in this policy.

### **Administration of the Code**

1. If the Principal/Athletic Director or his/her designee has evidence that a violation has occurred, then an investigation shall be commenced by the Principal/Athletic Director or his her designee.
2. The Principal/Athletic Director or his/her designee shall schedule a meeting with the student and his or her parent/guardian as soon thereafter as practical after it is suspected that a violation may have occurred. If the student and/or parent refuse to participate in this meeting within 72 hours of being notified of a suspected code violation, Forest Park administration may proceed with the investigation without parent input. Ultimately, a code violation and subsequent suspension from contests/events may be implemented by Forest Park Administration without parent input/participation. Due process rights (see below) still apply
  - A. At the meeting the Principal/Athletic Director or his/her designee shall present the student and his or her parent/guardian with the evidence collected as to the alleged violation. If the student chooses to admit violating the Code, the said student will be required to do so in writing. The student's parent/guardian will also be required to sign the said written statement. The sanctions as outlined in the Code will then be immediately implemented.

- B. If the student denies that he or she violated the Code, then the Principal/Athletic Director or his/her designee may request a police investigation of the alleged violation and if the student is charged and pleads to, or is found guilty of an offense under the law that would also violate the Code, then the sanctions as outlined in the Code will then be immediately implemented.
3. Open admission policy: If a student and parent/guardian openly admit prior to a Code violation, that the said student has a substance abuse problem, the administration of the Code may be handled differently. If the student and parent/guardian voluntarily request admittance to a certified Substance Abuse Program and the student follows the guidelines set forth and successfully completes the program which is verified in writing, then the student will not be required to miss any games or activities.

### **Due Process**

Due process is a procedure which the courts of law recognize as a necessary part of any set of rules and regulations. Due process, furthermore, and of primary importance, recognizes the rights for the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The due process steps outlined hereafter is the procedure for an athlete and his/her parents to follow in appealing decisions relating to eligibility. It should be understood the athletes and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date.

1. After a ruling of ineligibility resulting in suspension from athletics/extra curricular activities has been made, an athlete/extra curricular activity participant and/or his/her parents may formally appeal the decision in writing to the Superintendent. The said appeal must state the specific reason for the appeal and must be received in the office of the Superintendent within three (3) school days of the official notification of the Principal's decision.
2. After the appeal has been received, the Superintendent shall within three (3) school days from the receipt of the appeal, schedule a meeting with the student and his/her parent/guardian at which meeting the student and/or his or her parent/guardian shall have the right to present evidence why they are of the opinion that the sanctions have been wrongly imposed. The Superintendent shall, within three (3) days after the meeting, render a written decision regarding the appeal and forward a copy of the decision to the student and his/her parent/guardian.
3. If the student and/or his or her parent/guardian are not satisfied with the decision of the Superintendent, then within three (3) days of their receipt of the Superintendent's decision, an appeal may be made to the Board of Education. The said appeal must be in writing and addressed to the president of the Board of Education and delivered to the Superintendent's office within the said three (3) days. The Board of Education shall convene a meeting within a reasonable time to hear the appeal.
4. During the period of time between the receipt of the student and parent/guardian written request for appeal and the end of the appeal period, the student will remain eligible. An exception to the right to participation pending the results of an appeal would be if the student is ineligible under the rules and regulations of the Michigan High School Athletic Association. (MHSAA).

### **Public Act 31**

As per Public Act No. 31, a person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the public health code Act No. 386 of the Public Acts of 1978, being section 17766a of the Michigan Compiled Laws, is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100 or both.

A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a of Act No. 386 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100 or both. A second or

subsequent violation is a felony, punishable by imprisonment for not more than four (4) years, or a fine of not more than \$2,000 or both.

A person who knowingly delivers or knowingly possesses with intent to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person is in violation of section 17766a of Act No. 386 of the Public Acts of 1978 if guilty of a felony, punishable by imprisonment for not more than seven (7) years, or a fine of not more than \$5000 or both.

### **SERVING A CODE SUSPENSION**

Any student who commits an athletic code violation that would result in a suspension from participation in an athletic/extra-curricular activity may not join a sport or activity where such a suspension would be enacted if the start date for that sport/activity has passed. Exceptions per MHSAA guidelines may be allowed.

Start dates for all sports will be determined via MHSAA guidelines.

### **ACADEMIC ELIGIBILITY**

For the first semester of the 2009-2010 school year, the standard Forest Park Academic Eligibility Policy will be followed (Items 1-10 as listed below).

Beginning with the second semester of the 2009-2010 school year, the following policy (including new MHSAA requirements listed in item 11 below) will be enacted indefinitely:

- 1) Eligibility will be determined on a weekly basis. Grades will be calculated and reported in a cumulative manner, and will be submitted as they would be reported as a final grade for the marking period. Students need to be passing at least 6 of their 7 classes. Vocational classes will be counted for each hour of participation (3 hour vocational class = 3 class periods). Student failures are posted immediately as they are reported.
- 2) Eligibility will be calculated on Fridays to be posted and utilized for the following Monday—Sunday. An ineligible student may not earn eligibility status before the end of the Monday—Sunday period.
- 3) Students found to be ineligible will not be allowed to participate in athletics or extracurricular events for the period of at least one week. The week will be defined as the Monday through Sunday after the eligibility reports are filed. Students who are ineligible to participate will not be permitted to miss school to attend an event.
- 4) For students participating in second semester activities, grades posted on first semester report cards will be “frozen” for a period of two weeks. Student athletes/extra curricular participants categorized as ineligible during this time must abide by ineligibility status until a new eligibility report is completed.
- 5) Students who are found to be ineligible at the end of the second semester will need to wait for a new round of eligibility to be completed before they are able to participate in fall sport contests. They may practice as would a student who is normally ineligible throughout the school year.
- 6) A student athlete serving a third consecutive week of academic ineligibility will not be permitted to practice. The school district will provide opportunities for the student to obtain academic assistance during this time. The student athlete will not be permitted to practice until they become academically eligible.
- 7) Students who owe more than 12 hours of buyback time will be allowed to practice with their respective teams, but will not be allowed to participate in athletic contests, games, matches, meets, tournaments, etc. Students who fall under this stipulation will be able to return to full participation with their team once their buy back account is below 12 hours.
- 8) Students participating in extracurricular activities are expected to be in school for a full day prior to an event scheduled for that day. Any extenuating circumstances, i.e., medical, dental appointments, etc. must be

approved with the Principal or Athletic Director prior to the day of the event. Coaches/advisors should be notified in advance in the event of medical appointments. If a student athlete's absence for any class period on the day of competition is unexcused, the student will not be permitted to compete or practice.

- 9) If a pattern of absences the day after a competition is noted, the athlete will be called in by the athletic director and the coach. If the pattern of absences continues, the problem will be addressed and/or discipline administered by the Athletic Code Committee.
- 10) Credit earned in summer school shall not count toward reinstatement of eligibility.
- 11) Students must be completing 66% of their course load (5 of 7 classes at Forest Park) at the end of each semester. If a student falls below this 66% requirement, s/he will be ineligible for the following 60 school days. On the 61<sup>st</sup> school day, the student will be re-entered in the normal week-to-week eligibility check as normally conducted for all athletes.
- 12) Students participating in the following activities are subject to this policy of academic eligibility:
  - a) Basketball (Boys and Girls, middle school and high school)
  - b) Cheerleading (middle school and high school, all seasons)
  - c) Football
  - d) Forensics
  - e) Golf
  - f) Team Managers (all sports, middle school and high school)
  - g) Track
  - h) Volleyball
  - i) Others as determined by administration

## **TRANSFER STUDENTS**

When transferring into the Forest Park School District, students must:

- A. Must abide by all MHSAA regulations.
- B. A transfer student who was under suspension or expulsion from the previous district at the time of transfer will be ineligible to participate in the extra curricular activities at Forest Park until the penalties are fulfilled according to the athletic policies of the school district where the student transferred from.

## **TRANSPORTATION TO AND FROM ATHLETIC CONTESTS**

Parent or guardian provided transportation to athletic events is prohibited except under extenuating circumstances. A parent or guardian (not a student) must attain written and or verbal approval from the Athletic Director (or the Principal if the Athletic Director is not available) 24 hours in advance of the school scheduled departure time for said event in order to transport their child to that event.

Administration will allow students to ride home with another parent after an out of town, school-sponsored event/contest if the contest takes place before the official start of the school year, during a school holiday or break period, and/or for events that occur on weekends.

Administration will also allow a student to ride home with another parent from an out of town, school-sponsored event/contest if that student can not ride home with the team as a result of having to leave the event/contest at a different time than the team in order to attend another school sponsored event/contest. All rides home under these circumstances **MUST** be must also be pre-approved by the Administration 2 days in advance of the scheduled event/contest.

All violations of the Transportation to and From Athletic/Extra Curricular Events Policy occurring within one calendar year are subject to the same language guidelines and interpretations as covered under the Athletic and Extra Curricular Activities Code of the student handbook, with the exception being the length of time a participant will be suspended from their current participating event for violation of the Transportation to and From Athletic/Extra Curricular Events Policy. Violation of the policy will result in the following suspensions from the activity:

- 1) First Violation:** The offender will forfeit 5% of his/her participation in interscholastic and extra curricular activities in which he/she is participating.
- 2) Second Violation:** The offender will forfeit 10% of his/her participation in interscholastic and extra-curricular activities in which he/she is participating.
- 3) Third Offense:** The offender will forfeit 20% of his/her participation in interscholastic and or extra-curricular activities in which he/she is participating.
- 4) Fourth Offense:** The offender will be suspended for one calendar year from all athletic or extra curricular events.
- 5) Fifth Offense:** If a student commits a fifth offense of this policy during his/her high school career, it will constitute permanent suspension from all athletic and or extra curricular activity participation for the remainder of the student's career at the Forest Park School District.

Only team members, coaches, managers, licensed trainers, student statisticians, and cheerleaders are allowed to use school provided transportation to athletic/extra curricular events.

All non-team members/volunteers wishing to travel on a school bus to a school sponsored event/contest must first sign up to volunteer and then be approved by the immediate building level administrator of that program as well as the Superintendent before they are permitted to travel on a school bus and volunteer/participate in any school sponsored activity or program. Furthermore, those volunteers will be screened through the internet criminal history tracking information system (ICHAT) by the Administration before they are permitted to travel on a school bus and volunteer/participate in any school sponsored activity or program. All volunteers must also sign a form releasing the district from any liability. (See Board policy 3120.09).

#### **PHYSICAL EXAMINATION AND INSURANCE**

In compliance with Michigan High School Athletic Association regulation, the Forest Park School District requires a physical examination prior to participating in athletics. **NO STUDENT WILL BE PERMITTED TO START PRACTICE WITHOUT A PHYSICAL CARD ON FILE IN THE OFFICE.** Forest Park Schools only carry catastrophic insurance; family insurance should be used in all injuries.

#### **EQUIPMENT/UNIFORMS**

Athletes are responsible for ALL equipment and uniforms issued to them. We are committed to purchase good equipment/uniforms at all times. If you destroy, lose, or steal any equipment, you will be held financially responsible.

We ask the parents of our athletes to clean all school uniforms and to maintain them in a good state of repair. If parents have any questions concerning proper care of the uniforms issued, please contact the coach. Athletes must provide their own shoes, socks, undergarments, and practice gear when appropriate.

### **USE OF FACILITIES**

AT NO TIME ARE ATHLETES TO USE SCHOOL EQUIPMENT AND FACILITIES WITHOUT THE PRESENCE OF AUTHORIZED SUPERVISION. Only those athletes who are under direct supervision of a coach or approved gym supervisor will be allowed in the gyms, locker areas, and weight room. Athletes are to arrive at practice no earlier than 20 minutes before their practice is to begin. Those athletes who violate this rule will be subject to the Student Discipline Code, page 21.

### **POLICY FOR SNOW DAYS AND SCHOOL CLOSING, WEEKEND AND HOLIDAY PRACTICES**

In cases of inclement weather causing cancellation or early dismissal, primary consideration will be given to participant's safety with regard to road conditions, weather forecasts, and other factors. Allowance may be made for practices to be held only if it is related to the post season or state tournaments. This would need administrative approval.

## **FORSET PARK MIDDLE SCHOOL**

In an attempt to keep communication open between home and school, a number of plans and policies have been implemented in addition to the rest of this handbook, which apply only to students in grades six (6), seven (7), and eight (8).

### **Academic Assessment**

Middle school students will be assessed on their overall performance in each of the four (4) academic areas language arts, science, social studies, and math. Students are expected to pass each subject. Students who do not pass a class(es) will be subject to the retention policy as outlined below.

### **Assignment Books**

1. Each student is encouraged to carry an assignment book on a daily basis to each core class. Teachers and administrators may require students to carry an assignment book on a case-by-case basis.
2. Students who are not prepared for class will receive a tardy.
3. Repeated violation of rule two will be considered insubordination and will result in a disciplinary referral.

### **Awards Ceremony**

All sixth, seventh, and eighth grade students who have earned an A or A- for each of the four quarters will be awarded academic departmental certificates at the end of the school year. Students earning special honors in other areas will also receive certificates and/or awards.

At the end of the year, all eighth grade students will receive an eighth grade certificate during the eighth grade graduation ceremony provided they have:

1. Successfully passed both semesters in all core subject areas.
2. Completed all core subject requirements before the eighth grade graduation ceremony.
3. Met the criteria outlined in the Student Handbook under Attendance Procedures.

### **Middle School Dances**

Students who attend Middle School Dances MUST remain at the dance until the end of the dance. Any student who leaves the dance early, other than with a parent or guardian or without written permission from a parent or guardian, will be subject to disciplinary action as determined by the principal.

## **Gold Card System**

The awarding of gold cards will be optional and left up to each individual teacher. If the teacher chooses, gold cards will be awarded to middle school students in their classes. Students who are awarded a gold card must take it home to be signed by the parent or guardian. Students should return the gold card to the teacher who awarded it for a reward to be determined by that teacher.

## **Homework/Class Work**

1. All work is to be handed in on the assigned due date. Any work turned in a day late may receive a penalty of up to 50% or the earned grade for the assignment.
2. Students will be held accountable for all work; even though a zero grade has been earned, the student must still turn in the homework. Students are responsible for handing in all major projects, research papers, reports, and assignments on specific date(s) as instructed by the teacher.
3. A teacher has the right to evaluate class work as a zero under the following conditions:
  - a. If the assignment was more than one day late.
  - b. If the assigned work is illegible and/or does not follow the required format, specified at the beginning of the year, for that particular class.

## **Promotion, Placement and Retention**

Students attending Forest Park Middle School with a full class schedule attend seven (7) classes during their day. The academic year at Forest Park Middle School is split into two semesters, with each semester split into two (2) marking periods. Therefore, over the course of one academic year, Forest Park Middle School Students attend a total of 14 separate classes\*.

In order for a Forest Park Middle School student to automatically be promoted to the next grade level each academic school year, he/she will need to successfully complete and pass 7 of 8 semesters in their core areas (math, science, language arts, social studies) and 12 of their 14 semesters overall.

Students who fail to meet the above stated requirements may be retained at their current grade level (grade level in which the failures occurred) the next academic school year. Ultimately, decisions on student retention will be made through a panel of teachers, counselors, administration. Parents/guardians may also be a part of this process. The panel will take into consideration all factors which may have lead to the student's failures before rendering a final decision to promote or retain the student. The school Administration and Board of Education have final decision making rights in retention and promotion of middle school students. Unique situations will be dealt with on an individual basis.

To assist failing students, all marking period failures will be reviewed by staff, and appropriate proactive action to help curtail current and future student failure(s) may be taken.

Parents/guardians of students who fail a quarter and or semester class will be contacted by school officials, and may be asked to attend a Step-Up meeting. Parents are encouraged to utilize Family Access information and to keep in contact with teachers and school officials to help prevent any such failures. Questions can be directed to the main office.

\* Classes for some students do run for shorter time periods, such as Art 7 (12 weeks) and Shop 8 (9 weeks). Situations involving students who fail these classes and who are in danger of being retained will be reviewed on an individual basis.

## **Substitute Teachers**

A substitute teacher is hired to instruct students in place of the regular teacher. If a student interferes in the instructional learning process, the substitute teacher has the right to remove the student from the class and to file a disciplinary referral form on the disruptive student. The substitute teacher also has the right to write a report to the regular teacher about any disruption that occurred within the classroom. Upon return to the classroom, the regular teacher reserves the right to file disciplinary referral if the substitute teacher did not do so. If disruptive behavior persists, the student will be removed from class until a parental conference is held.

## **Tests and Projects**

Middle school students will be required to bring home some graded tests and major projects in order to be signed by a parent or guardian. Each student will be required to return the test or project to the teacher with proper signature(s) as instructed in the classroom guidelines. The required signature will be assigned a point value as determined by each individual teacher.

## **Tutoring**

Each middle school teacher is available for any type of tutoring immediately after school as deemed necessary. Upon request, tutoring time could be made available either before or after regular school hours. Middle school students may receive peer tutoring after school. For more information contact the At Risk Coordinator.

### **NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTON 504, AGE ACT, & ADA**

## **Non-discrimination**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

## **Complaint Procedure**

### **Section I**

If any person believes that the Forest Park School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

### **Section II**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/She may initiate formal procedures according to the following steps:

#### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### **Step 2**

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

**DISTRICT 504 OFFICER**

The 504/ADA Compliance Officer for Forest Park Schools is Becky Taylor, K-12 Principal, Forest Park Schools, 801 Forest Parkway, Crystal Falls, MI 49920. 906-875-3131.

# Forest Park Technology Plan Appendix A

## District Policy

### Acceptable Use of Networked Resources

#### (1) Introduction:

(1.1) Filtered Internet access is available to students and staff in the Forest Park School District. We are very pleased to bring this access to Forest Park and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing internet and network access is to promote educational excellence in schools, innovation, and communication.

#### (2) Philosophy:

(2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Forest Park) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

#### (3) Acceptable Use:

(3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that go along with the use of equipment and resources at Forest Park. In general this requires efficient, ethical, and legal utilization of the network resources. If a Forest Park student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.

(3.2) ***The use of the Internet must be in support of education and research and consistent with the educational objectives of Forest Park School District.*** Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

**(4) Privileges:**

(4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to Forest Park's educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the network/Internet at any time as required. The administration, faculty, and staff of Forest Park may request teachers to deny, revoke, or suspend a specific student's privilege to access the network/Internet.

**(5) Network Etiquette:**

(5.1) You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal any personal information (phone number, social security number, address, etc...) or any personal information of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

**(6) Warranty:**

(6.1) Forest Park School District and its Internet provider make no warranties of any kind, whether expressed or implied, for the service it is providing. Forest Park School District will not be responsible for any damages you incur. This includes loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Forest Park specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**(7) Security:**

(7.1) Do not use a teacher's computer or lab computer without permission from that teacher, the lab coordinator, or librarian. Attempts to gain access to the Internet without permission of the teacher, lab coordinator, or librarian will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.

(7.2) Defeating the network security and filter systems will result in a loss of network/Internet and/or computer privileges. This includes the use of unauthorized proxy servers, hacking utilities, and web page proxies.

**(8) Vandalism:**

(8.1) Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses, hacking or changing network settings, modifying other users' files without permission, and unplugging or tampering with the computer hardware without permission.

**(9) Restrictions:**

(9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher, lab coordinator, or librarian and report the incident. If the accidental incident is reported immediately, the incident will not be considered a violation and no disciplinary action will be taken.

(9.2) E-mail is only allowed under direct teacher approval and supervision. All other use of e-mail is strictly prohibited. When receiving e-mail, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the e-mail message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher, lab coordinator, or librarian.

(9.3) Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher, lab coordinator, or librarian.

(9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited.

(9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content and if the student has permission from the teacher or lab coordinator.

(9.6) Students and staff are provided a storage place on the network referred to as a "home directory." Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, and video files are prohibited. These files may be saved in a shared space with prior teacher approval for assignments/class projects, but they must be deleted after the assignment/class project is completed. Unauthorized files will be deleted from home drives. A first offense will result in a warning and parent notification; a second offense will result in loss of computer privileges.

## COMPUTER USE DISCIPLINE GUIDELINES

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Accessing the network of Internet without a parent-signed Acceptable Use Policy.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Illegal access to restricted areas with deliberate modification or damage to files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Deliberate downloading of virus or other damage to computer files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Transmitting unreleased stories, pictures, or confidential information reports (i.e., someone's address or phone number without permission).	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Vandalism of equipment. Unauthorized tampering with equipment	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Allowing illegal access to the network or Internet by letting someone use your log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Accessing the network or Internet using someone else's log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of account or illegal access to restricted areas.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Bypassing filter system/network restrictions.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unsupervised use of computers or computer lab. Written permission required.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Unauthorized e-mail or chatting.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Transmitting inappropriate or offensive language, slander or gossip.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Downloading of programs or games.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Saving pictures, sound clips, etc. without staff/teacher approval.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Ripping or downloading music to home drive without staff	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year.	N/A

approval.		Parent/guardian notified.	
Saving of wallpaper, screen saver, icons, etc. to local workstation or changes to system settings.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Creating/saving inappropriate files or documents and/or non school related materials to a work- station or network/home drive. Ex. Music files, game files, video files.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized playing games of a non-educational nature.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Cyber-bullying or harassment of other students or other individuals	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of personal computing devices and wireless systems. i.e., iPods, cell phones, laptops, flash drives, external hard drives, etc.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified	N/A