

# ***Evart High School***

6221 95th Ave.  
Evart, MI 49631  
PHONE (231)734-5551  
FAX (231)734-4156

***Home of the Wildcats***



## **Student Handbook 2021-2022**

*Jessica Kolenda, Principal*  
*Jay Wallace, Athletic Director*  
*Kevin Beilfuss, Technology Director*  
*Kendra Prudhomme-Smith, Counselor*  
*Aftyn Johnson, Counselor*  
*Kelli Elder, Secretary*

*This document is available online at [www.evartps.org](http://www.evartps.org) under Forms/Documents for Evart High School.*

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 AGREEMENT TO SIGN AND RETURN TO SCHOOL	 Sign and Return

# Section 1: General Information For Parents and Students

## WELCOME

Hi there! Welcome to the 2021-2022 academic year! It is a really exciting time when things feel like they are becoming more normal each and every day! We cannot wait to see what this year holds!

YOUR success here at EHS, both inside and outside the classroom, is completely up to you!

**There are direct correlations between participation, consistent attendance and academic excellence.**

Although we highly encourage you to participate in all of the wonderful extra-curricular activities that we offer here, we want you to realize that **academics should be your first priority**. We want you to be successful; we will do our best to offer you a plethora of opportunities to learn, but ultimately, it is up to YOU to take advantage of those opportunities and to be your own (and best) advocate.

This handbook has been prepared to assist you in becoming acquainted with the rules and regulations of our school and our district. **Please pay close attention to the tiny WILDCAT pawprints for the sections that indicate REALLY IMPORTANT INFORMATION!** It will help you to understand how to follow the rules that govern the daily operations of the school as they apply to your day-to-day activities. Please take the time to read this handbook; once you have become acquainted with it, please initial, sign and return the back page to the main office. This handbook was created so that we ALL can have fair and consistent guidelines and expectations. Please speak with a staff member if you have a question about anything that is in this handbook; again, it was created for YOU! You are a Wildcat; please be the best that you can be and be proud!

Best wishes for a fabulous year!  
Jessica Kolenda  
Principal, Evert High School



***Non-return of the acknowledgement page does not release students and/or parents/guardians from the responsibilities of following the policies and procedures contained within the handbook.***



## EVART PUBLIC SCHOOLS MISSION STATEMENT

Evart Public Schools, in partnership with students, home and community will provide educational excellence for all students in a safe and respectful environment.

## EVART HIGH SCHOOL MISSION STATEMENT

To educate our students, the Evart Secondary School Community will maintain high expectations for them and actively promote their self-worth, self-motivation, and a sense of responsibility. We will help all students to become citizens who value learning, display respect, attain high standards, work well with others, and sustain lifelong goals and interests.

## ELASTIC CLAUSE

*The principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.*

## PHONE NUMBERS

High School Office	734-5551
High School FAX	734-4156
Superintendent's Office	734-5594

For automatic REMIND alerts for EHS events (including weather-related school closings) text the following message to 81010:

@gkh6h49 (Class of 2022)

@hcefk7 (Class of 2023)

@ae6b22 (Class of 2024)

@k94hbd (Class of 2025)

Text the message "@sports4ehs" to 81010 for automatic REMIND alerts for EHS sporting events (including weather-related cancellations)

**SCHOOL COLORS: Royal Blue & Gold**

**SCHOOL MASCOT: WILDCAT**

**CONFERENCE: Highland Conference**

## EVART HIGH SCHOOL ADMINISTRATION

Mrs. Shirley Howard  
Mrs. Jessica Kolenda  
Mr. Jay Wallace  
Mr. Kevin Beilfuss  
Mrs. Kelli Elder

Superintendent of Schools  
High School Principal  
Athletic Director  
Technology Director  
Secretary

## **HIGH SCHOOL FACULTY**

Miss Kelly Buckley  
Mrs. Diana Craven  
Mr. Jason Haines

Mr. Eugene Gutierrez  
Mrs. Lorissa Helmling  
Mr. Josh Johnson  
Ms. Sarah Johnson  
Mrs. Carrie Kunkle  
Mr. Ted Marthakis

Mrs. Andrea Mason-Schneider  
Mr. Kevin Mills  
Mrs. Crystal Nelson

Mrs. Kristin Roberts  
Mr. Adam Stein  
Mrs. Michelle VanBuren  
Mr. Travis Veit  
Mr. Jay Wallace

World History, Civics/Economics  
Band  
English 11 & 12, Michigan History and Current Events  
Industrial Arts I & II  
Online Learning and Math Support  
US & World History, Reading Skills  
Spanish I & II  
Physics, Chemistry, Biology, Weight Training  
Pre-Calculus, Calculus, Algebra I & II,  
Financial Literacy  
Art, Yearbook, Ceramics  
Pre-Algebra, Statistics, Geometry  
English 10, Creative Writing, Media Literacy,  
ELA Support and French I & II  
English 9 & 10  
Integrated Science, Biology, Advanced Biology  
Physical Education, Health, Weight Training  
Math Skills, Academic Lab  
Work-based Learning, Health, Senior Seminar

## **COUNSELING OFFICE**

Mrs. Kendra Prudhomme-Smith, 11th & 12th Grade Counselor  
Aftyn Johnson, 9th & 10th Grade Counselor  
Jacob Crawford, MCAN Advisor  
Nichole Ladd, Social Worker

## **EDUCATIONAL ASSISTANTS**

Mrs. Sue Morgan, RTC Coordinator  
Mr. James Rohen IV, Media Center Specialist

## **CUSTODIANS**

Mr. Tim Rich      Mrs. Deb Allen  
Mr. Chuck Latiner      Mrs. Dawn VanOrder

## **FOOD SERVICE**

Mrs. Stacie Dennis  
Mrs. Carrie Helmer

## **SCHOOL BOARD**

Mr. Alan Bengry-President  
Dr. Gerald Nichols-Vice-President  
Mrs. Kelly Millen-Secretary  
Mrs. Rosie McKinstry-Treasurer  
Mrs. Karen Pylman-Trustee  
Mrs. Kelly Whitman-Trustee  
Eric Schmidt-Trustee

# DAILY SCHEDULES

## Full Day Schedule

1<sup>st</sup> Period---7:45-8:37  
2<sup>nd</sup> Period---8:41-9:33  
3<sup>rd</sup> Period---9:37-10:29  
4<sup>th</sup> Period---10:33-11:25  
Lunch A---11:25-11:55      5<sup>th</sup> Period---11:29-12:20  
5<sup>th</sup> Period-11:59-12:50      Lunch B---12:20-12:50  
6<sup>th</sup> Period-12:54-1:45  
7<sup>th</sup> Period-1:49-2:40

**\*Career Center Students**  
**Departure from EHS-7:40**  
**CC Class-8:30 to 10:45**  
**Return to EHS-no later than 11:30**  
**Begin at EHS with lunch or 5th hour**

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## Early Release Schedule

1<sup>st</sup> Period---7:45-8:15  
2<sup>nd</sup> Period---8:19-8:49  
3<sup>rd</sup> Period---8:53-9:23  
4<sup>th</sup> Period---9:27-9:57  
Brunch A---10:01-10:26      5<sup>th</sup> Period---10:01-10:31  
5<sup>th</sup> Period---10:30-11:00      Brunch B---10:35-11:00  
6<sup>th</sup> Period---11:04-11:36  
7<sup>th</sup> Period---11:40-12:10

**\*Career Center Students**  
**Departure from EHS-7:40**  
**CC Class-8:30 to 10:45**  
**Return to EHS-11:30**  
**Lunch-11:33-12:10**

**\*Career Center Students will go to the cafeteria**

Other Time schedules will be created individually and based on school functions and activities for the day.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the School decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) Upon request, the Evart Public Schools discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

(6) Generally, school officials must have written permission from the parent/guardian or from a student if an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student's record. However, the Family Educational Rights and Privacy

Act (FERPA) allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Evert Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information":

- A. Student name, address, telephone listing.
- B. Parent/Guardian name, address, telephone listing, e-mail address.
- C. Date and place of birth.
- D. Participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Dates of attendance, honors, degrees and awards received, grade placement.
- G. Most recent previous school attended.
- H. Photographic, video or electronic images of students.
- I. Information generally found in yearbooks.

Unless you advise the Evert Public Schools that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated above as "directory information." Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

You have until October 1, 2021 to advise the District in writing of any or all of the above categories of "directory information" about the student which you refuse to permit the District to disclose. Your notification of objection should be addressed to: Shirley Howard, 321 North Hemlock, Evert, MI 49631.

Note: To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the student's permanent records (CA 60 file.)

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

- 1. Political affiliations or beliefs of the student or student's parent;
- 2. Mental or psychological problems of the student or student's family;
- 3. Sex behavior or attitudes;
- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5. Critical appraisals of others with whom respondents have close family relationships;
- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7. Religious practices, affiliations, or beliefs of the student or parents; or
- 8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt students out of -*

- 1. Any other protected information survey, regardless of funding;
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and

safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Evert Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Evert Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Evert Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Evert Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **FREE LUNCH PROGRAM**

Evart Public Schools feel that **every student benefits from an adequate nutritious breakfast and lunch**. Students who have their nutritional needs met are better learners. It is for this reason that Evart Public Schools will be participating in the Universal Lunch Program; this means that both breakfast and lunch are **FREE TO EVERY STUDENT ENROLLED IN EVART PUBLIC SCHOOLS**.

**The Michigan Department of Education determines the funding our school district will receive for our Title I and At-Risk programs through our lunch program; IT IS VITAL THAT EVERY HOUSEHOLD FILLS OUT THE ENROLLMENT PAPERS AT THE BEGINNING OF THE YEAR.** Several of our teachers and our educational assistants are paid for by monies from these programs, which are important student support programs, our district operates.

All school districts in the State submit to the Michigan Department of Education, the total number of students in their district eligible for free lunch. This number is used to determine the funding each district receives for the student support programs they operate. An eligible student does not have to eat every day but we need to have a completed application on file for every student so we can receive the funding necessary to operate our programs. No names are ever released.

Again, **it is extremely important that we have all families apply for the Universal Lunch Program**. Remember, even if eligible for free lunch your student does not have to participate, however having the application on file will help in the funding of our Title I/At-Risk programs. Be assured that all information submitted is completely confidential.

Thank you for your support on this important funding issue.

## **NONDISCRIMINATION POLICY**

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that the Evart Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the person designated to coordinate the school's efforts to comply with the regulations implementing Title VI, Title IX and Section 504, which is Jessica Kolenda, at Evart High School at 6221 95th Ave., Evart, MI 49631, (231) 734-5551 or his/her designee(s).

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences for the 2021-2022 academic school year will be held twice per academic year—once in the fall and once in the spring. Check the district calendar for dates. On a conference day, students are let out at the normal Early Release time. Each school within the district attempts to stagger conference times to benefit parents with children in more than one school. Individual student conferences may be arranged upon request. Teachers may be available for additional conferences before and after school, and during their planning period.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials used in school. They may also observe any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should **contact the principal prior to coming to the school**.

## SCHOOL CANCELLATIONS

The following radio stations and television stations generally carry information concerning school cancellations. **Please don't call the school.**

WTCM – 92.9 FM & 103.5 FM	WCEN – 94.5 FM	TV 7 & TV 9	WBRN – 107.7 FM
WYBR – 102.3 FM	WDEE – 97.3 FM	WHGR – 98.5 FM	WUGN – 99.7 FM

If you would like an automatic text message from the school about weather cancellations and/or other reminders, Text one of the following messages to 81010 for automatic REMIND alerts for EHS events

@k94hbd (Class of 2025)

@hcefk7 (Class of 2023)

@gkh6h49 (Class of 2022)

@ae6b22 (Class of 2024).

Or text the message "@sports4ehs" to 81010 for automatic REMIND alerts for EHS sporting events.



## SCHOOL CONTACTS



At Evert High School we recognize the relationship of communication between the home and the school and a successful high school experience. In many cases, schoolwork can be improved when parents, students, and the school utilize the communication channels. **It is with this purpose that we encourage parents to call their student's teacher(s) whenever they have questions or concerns or to email the teacher. If the desired outcome or a compromise has not been reached, we encourage parents to then contact the principal.**

**Contacting a faculty member:** The best time to reach a faculty member is during their prep hour and after school from 2:50-3:10pm. Teachers' prep hours are listed on their syllabi or on the course master schedule (available in the office). Messages received during the day will be relayed to the faculty member who will return the call as soon as possible. You can also contact faculty via email through the district website: [www.evartps.org](http://www.evartps.org). **Classes will not be interrupted except in cases of extreme emergency.**

**1<sup>st</sup> Step:** Faculty and student discuss the problem and attempt to resolve it.

**2<sup>nd</sup> Step:** Faculty and parent discuss the problem and attempt to resolve it.

**3<sup>rd</sup> Step:** Parent and administrator discuss the problem and attempt to resolve it.

**4<sup>th</sup> Step:** Parent and superintendent discuss the problem and attempt to resolve it.

**5<sup>th</sup> Step:** Parent writes a letter to the School Board or superintendent and asks to be put on the agenda.



**Contacting your student:** Parents must check-in to the high school office when entering during school hours. Messages will be relayed to the student by the high school staff. Parents should not interrupt classes for any reason, **INCLUDING TEXTING YOUR STUDENT THROUGHOUT THE DAY.** Please refer to the phone policy in this handbook for the consequences in which a student will be held accountable for texting WITHOUT PRIOR CONSENT FROM THE STAFF MEMBER IN CHARGE.

**Dropping items off for your student:** Respecting the learning environment is a priority over forgotten items that students need. Students will be encouraged to contact home (when the need arises) between classes and during lunch hours. When parents need to drop off messages, forgotten homework, money, or anything else the student has requested for a parent to drop off, students will be allowed to obtain these things during passing time or lunch time (unless it is a medical emergency).

## Section 2: Academic Guidelines

### CLASS CHANGES

Students are encouraged to carefully plan their academic schedules. Students are expected to progress using their Educational Development Plan (EDP). Students who wish to change their schedule must obtain approval from the school counselor within the first five days of the semester (this time is known as "DROP/ADD"). After the "DROP/ADD DEADLINE," class changes must be approved by the principal.

### CLASS RANK

In order to honor the hard work and dedication that our students give to academics, students' class rank will be based on a combination of GPA and SAT test scores (taken during the 11th grade year or recalculated if and when it is retaken). This change began with the incoming freshmen of 2016; therefore, the Class of 2020 and all classes thereafter, will be affected by this change.

The formula that will be used is made up of  $\frac{2}{3}$  of the student's GPA and  $\frac{1}{3}$  of their best SAT score.

The GPA (including 3 places, i.e. up to the 1000th place after the decimal) will be multiplied by "250" and then again by "2", then added to the student's converted ACT score from the SAT after it has been multiplied by "27.77". The sum will be known as the Class Rank Score.

In other words,  $((\text{GPA} \times 250) \times 2) + (\text{ACT} \times 27.77) = \text{Class Rank Score}$ .

### CREDIT RECOVERY

Evart High School students who have failed courses may elect to earn the lost credit via an Evart High School sanctioned credit recovery program. The following guidelines have been set up by the high school administration for students who need to recover credits. These guidelines must be adhered to if a student wishes to receive credit toward graduation from the courses taken.

1. Students may only apply to take courses, which have been attempted and failed, at Evart High School.
2. The course description of the class to be taken must match-within reasonable limits-that of the course which was failed at Evart High School.
3. Only courses, which have prior approval of the high school administration and school counselor, will be accepted for credit.
4. All courses, required or elective, must be attempted at Evart High School before the student may take them in credit recovery fashion.
5. If a student takes a course in credit recovery, which the student has already passed during the regular school year, the student will not receive credit for that class.



## DUAL ENROLLMENT

The Post-secondary Enrollment Options Act (PSEOA) or Public Act of 1996 provides for payment from a school district's state aid foundation grant for enrollment of certain eligible high school students in postsecondary courses of education. **The following must apply:**

- Enrolled as a student in Evart Public Schools and be in at least the 11<sup>th</sup> grade;
- Have taken and achieved a qualifying score on the PSAT or SAT;
- Not be enrolled in high school for more than 4 years.

**Courses that a student MAY NOT take for dual enrollment:**

- Courses offered by Evart Public Schools including online courses
- Hobby, craft, or recreational courses
- Any physical education courses
- Courses in the area of theology, divinity, or religious education
- Courses offered outside of the Evart school calendar (summer break)

**Please note:**

1. **Evart Public Schools will not pay for transportation, parking costs, books, or student activity fees.**
2. **If the student does not complete the class or earn a passing grade for the class, they (student and/or parent) may be required to pay for the cost of the class as per Michigan law MCL 388.514.**

## EARLY GRADUATION POLICY

Seniors who elect to graduate early from Evart High School must also realize they are terminating their enrollment. It should be understood that early graduates will not be able to participate in athletics. In addition, it must be understood by the parents and students that they are not to be on school property during the normal school day. Failure to comply with this will result in the student being denied the right to participate in senior exercises, which includes graduation.

Early graduates must follow all of these guidelines which include signing up for dances. Parents will be asked to submit in writing that their child understands the consequences of failing to follow the guidelines set for early graduation. Students who are eighteen years of age or older will be asked to do the same if they elect to graduate early.

Students classified as seniors may be allowed to graduate from Evart High School in less than four years if they apply and are able to meet the following criteria:

1. Completed an initial conference in November of the student's junior year
  - a. with counselor, student, and parent explaining the process;
  - b. a one-page, student-written letter telling why the need for early departure
  - c. discuss an acceptable alternative to high school (job, college, family needs, marriage, children (pregnant), military, etc.).
  - d. 3 letters of recommendation: parent, teacher, and an additional third person.
2. A signed agreement with the principal, counselor, student, and parent will be brought to the superintendent and/or Board of Education no later than January of the student's junior year; it will be up to one or both of these identities to decide whether a formal hearing to gain approval will be necessary before consent for early graduation is issued.
3. Successful completion of required credits for graduation.

**\*Students who receive permission for early graduation will be allowed-with approval from the High School Principal and counselor-to take at least one class in the summer or in addition to the normal class load.**



## GRADING/REPORT CARDS



Report cards are issued every semester. The grading system used is as follows:

### GRADES

- A Excellent
- B Good
- C Average
- D Poor
- F Failure
- I Incomplete

### SOCIAL AND WORK HABITS

- O Outstanding
- S Satisfactory
- U Unsatisfactory

+'s and -'s also given

1. Teachers will use the following for determining Semester Grades:

- A. 80% - Cumulative semester grade
- 20% - final exam\*

\*Final Exams – Teachers at Evart High School are required to give final exams or culminating projects that demonstrate the students' mastery of the standards.

B.

Letter	GPA	%	Letter	GPA	%	Letter	GPA	%
			A	4.0	93.50-100	A-	3.7	89.50-93.49
B+	3.3	86.50-89.49	B	3.0	82.50-86.49	B-	2.7	79.50-82.49
C+	2.3	76.50-79.49	C	2.0	72.50-76.49	C-	1.7	69.50-72.49
D+	1.3	66.50-69.49	D	1.0	62.50-66.48	D-	0.7	59.50-62.49
			F	0.0	00.00-59.49			

2. Special education students participating in a general education course may be placed on a credit/fail grading system, as determined by the students Individual Education Plan. "Credit" will count as .7 and "fail" will count as .0 for a grade point average. If a student achieves a grade higher than D- (.7) that student will receive the better grade.



## GRADUATION REQUIREMENTS



**The State of Michigan has a rigorous set of graduation requirements (Michigan Merit Curriculum).**  
Graduation Requirements:

Class of 2020 and beyond: 26 credits to graduate

Classes needed to graduate

- Math (4) Credits – Algebra I, Geometry, Algebra II, one course the final year of high school
- English (4) Credits – English 9, 10, and two additional courses
- Science (3) Credits – Biology, Chemistry or Physics, one additional course



- Social Studies (3) Credits – ½ Civics, ½ Economics, US History/Geography, World History/Geography
- Physical Education/Health (1) Credit
- Visual, Performing or Applied Arts (1) Credit
- Foreign Language (2) Credits
- Online Learning Experience
- CPR Training

In addition to the Michigan Merit Requirements, Evart Public Schools will require the following:

- Additional Credits from Elective Courses
- Participation in all required State and District Testing

Students who receive a grade lower than C- in a required class will be allowed to retake the class for credit. Students will be allowed to retake a class once in consultation with the school counselor, and will have both grades figured into their cumulative GPA.

### **GRADUATION REQUIREMENTS-FAILURE**

Students who receive an F in a class will not receive credit for the class. If a student fails a class for any reason, but earns a score of C+ or higher on the end-of-course exam, the student will receive a letter grade of "F" for the class but he/she WILL receive ½ credit for the class.

Students may opt to retake the course for elective credit to obtain a solid foundation in the subject area in order to be prepared for the next course.

A student may choose to recover the credit through retaking the class in a face-to-face setting, through the EHS Credit Recovery Summer School Program, or via a district-approved online program. Students interested in an online setting must contact the school counselor before the next semester begins or before the drop/add deadline at the beginning of each semester.

### **MICHIGAN MANDATED TESTING**

All 11th graders are required to participate in all required state testing, which includes (but is not limited to) SAT, M-STEP and WorkKeys.

All 10th graders are required to participate in PSAT 10 or an equivalent test.

All 9th graders are required to participate in PSAT 8/9 or an equivalent test.

**It is EXTREMELY important that ALL EHS students are present for ALL tests. Please do NOT schedule doctors' appointments, vacations and/or any other activities where your students will miss school on these days!**

## **PERSONAL CURRICULUM POLICY**

The Personal Curriculum (PC) is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. A modified personal curriculum (PC) is available in certain circumstances. If interested in a PC, see the counselor for information; PCs must be developed in consultation with or with approval from the principal.

State statute allows personal curriculum modification in order to:

- Go beyond the academic credit requirements by adding more math, science, English Language Arts, or world language credits, or completing a department-approved formal career and technical education program.
- Modify the State Content Standards for Mathematics.
- Modify, when necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out-of-state or from a non-public school and is unable to meet the MMC requirements.

## **PHYSICAL EDUCATION WAIVER**

The physical education requirement to graduate may be waived for any student who has successfully completed one full season on an extracurricular athletic team. Students will not receive credit or a grade. "Successfully completed" means the student participated, practiced and completed the entire season.

## **SCHOLARSHIPS**

Scholarships may be available to students who are planning to attend post-secondary institutions. Students and parents are encouraged to inquire about scholarships through the counseling office, the district website or specifically through SKYWARD MESSAGE BOARD as many-along with due dates-are listed.

## **TESTING OUT**

The Michigan Merit Curriculum Law (380.1278) states the board of a school district shall grant high school credit in 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 of the course by attaining a grade of not less than C+ in a final or end-of-course exam. The exam may consist of a traditional exam and portfolio, performance, paper, project, or presentation. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in the course sequence concerning the same subject area. Test out assessments are available during the months of August and June. Test out assessments may be available in rare circumstances during the school year if a letter of application is approved by the school principal.

## Section 3: Discipline

### STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will also be expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school-sponsored events. **Disciplinary action may be taken by the school regardless of whether or not criminal charges result.**

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Evert Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Evert Schools. The regulations, guidelines and consequences mentioned in this section are not meant to be exhaustive; if a situation arises that is not listed in this section, the principal or his/her designee will use discretion to ensure that the situation is dealt with accordingly.

Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary.

### RESPONSIBLE THINKING PROCESS

Evert High School uses the Responsible Thinking Process to help students learn to become more responsible young adults. The process was developed by Ed Ford and adopted throughout our district. This process develops an atmosphere where mutual respect is promoted, expected and taught.

A component of RTP is the Responsible Thinking Classroom. This classroom is designed to allow students to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, he or she will be asked some specific questions that are designed to help the student think about what they are doing and give them the opportunity to decide how they want things to be. If a student continues to disrupt, he or she has chosen to go to RTC and follow the process. While in RTC, the student will work with the RTC teacher to develop a plan to resolve the problem. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate with the teacher to get back in the classroom. It is the student's responsibility to meet with the teacher to negotiate. If a student chooses to be disruptive while in RTC, he or she has chosen to go home. At this point, the student will be allowed back in school only after a successful meeting is held with parents and a plan is completed. If there are continued problems with disruptive behavior, an intervention meeting will be called. An intervention meeting may include the student, parents and the appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies that will help the student become more successful. The intervention meeting is an attempt to inform parents and provide students with every opportunity to succeed.

## **SUSPENSION AND EXPULSION RULES AND PHILOSOPHY**

Section 1311 of the School Code of 1976, MCL380-1311, provides authority to the Board of Education to suspend or expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience. Where there is reasonable cause to believe that a student is handicapped and the student has not already been evaluated in accordance with the rules and regulations of the Department of Education, the student shall be immediately evaluated.

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or engaging in persistent disobedience. Suspension for longer than ten student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirement of law.

**Suspension for less than ten (10) school days** – When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension.

If the student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision.

Written confirmation of the decision to suspend shall be promptly provided to the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension and any special conditions relating to the suspension.

**Expulsion and suspension for more than ten (10) school days** - When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

The following procedural guidelines will govern the expulsion process:

- The student and his/her parents or guardian will be provided with reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing. Time shall be reasonable for parties involved.

- The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses, evidence and defense of the charges and to request cross-examination of any adverse witnesses.
- The student and his/her parents or guardian may be represented by legal counsel.
- The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
- The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be part of the public record.
- The Board of Education shall make a record of the suspension or expulsion proceeding.
- The Board of Education, by a majority vote of those elected and serving, shall state, within five (5) days after the hearing, its findings as to whether or not the student charged shall be suspended or expelled. Such findings shall be sent in writing to the student and his/her parents or guardian.

**Suspension and expulsion of students with disabilities** - It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined such students are not to be punished under the same procedures applied to non-disabled students.

In accordance with Section 1311 of the School Code, if the school district possesses reasonable cause to believe that a pupil is disabled and the school district has not evaluated the pupil in accordance with the rules of the State Board of Education, the pupil shall be evaluated immediately by the Intermediate School District of which the school district constituent in accordance with Section 1711 of the School Code of 1976. For purposes of this policy, "reasonable cause to believe that a pupil is handicapped" shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially and without prejudice, to believe that the pupil is disabled.

1. **SHORT TERM SUSPENSION** – short-term suspension shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) school days from the student's educational program, class, transportation or any aspect of programs or services identified in the Individualized Education Program of the student.

Students with a disability may receive a short-term suspension from school if he or she is responsible for violation of school rules, gross misdemeanor or persistent disobedience. A single suspension of more than ten (10) days or an accumulation of suspensions totaling more than ten (10) days in a school year shall constitute a long-term suspension or expulsion. Prior to short-term suspension of a disabled student, the school district shall afford such student the same procedural rights under this policy as are extended to non-handicapped students.

2. **LONG TERM SUSPENSION/EXPULSION** – Long-term suspension or "expulsion" shall mean an exclusion of a disabled student for ten (10) days or more from his or her education program, class, transportation, or any aspect of programs or services identified by the student's Individualized Education Program by action of the Board of Education or its designee.

A disabled student may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor or persistent disobedience as defined in the policy. However, prior to such long-term suspension or expulsion, procedural due process will be followed. A copy of this policy may be obtained at the Evart High School Office.



**EMERGENCY SITUATIONS** – An emergency situation means a situation in which the student's presence poses a substantial likelihood of resulting in injury to himself/herself or others. In an emergency situation the IEPC must be convened within ten (10) days after the short-term suspension begins. If, within this ten (10) day period, long-term suspension procedures cannot be completed (with an un-appealed IEP), the school district must either:

- Obtain parental agreement to interim placement; or
- Obtain injunctive relief from a court showing that maintaining the student in his/her current placement presents a substantial likelihood of resulting in injury to the student or others.

## **ADDITIONAL RULES CONCERNING SUSPENSION**

The following rules will apply for all students suspended from Evart High School:

1. Student suspension will begin as designated by the principal or his/her designee.
2. Suspension will end when the student is fully reinstated. In order to become fully reinstated, students must successfully negotiate with the principal or his/her designee **BEFORE** attending class; such negotiation will be deemed necessary when the principal or his/her designee has signed documentation (RTC plan or otherwise).
3. Any student suspended from school, partial or full seven hours, on the day of an athletic or extra curricular activity/event **will not be allowed to participate or be a spectator** at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place on a Friday or before a vacation period. Example: If the suspension takes place on a Friday, the suspension does not end until the student is reinstated on Monday; the student will not be allowed to attend any school activities or events, which take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation.
4. Students who are on suspension will not be allowed on school property until their suspension ends which is on the first full day the student returns to school. Students who violate this will have additional days added on to their suspension, at the discretion of an administrator and/or the superintendent.
5. Students will be allowed to make up assignments missed while on a school-imposed suspension. Questions regarding missed assignments should be directed to the high school principal.

**Note: To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the students' permanent records (CA 60 File).**

## **PUPIL CONDUCT CODE**

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of Evart Public Schools the following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. **This list is not intended to be exhaustive, and includes, but is not limited to the offenses listed below.**

In discipline situations the building principal will have the authority to use alternate penalties; this is within compliance of the Elastic Clause (found on page 5 of this handbook). This will be done in cases where a different penalty may be in the best interest of the school and/or students involved. The principal or his/her designee will use the following procedure:

### **CRIMINAL ACTS**

Any criminal act taking place at or related to the school will be reported to the proper authorities as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

### **PROCEDURES AND PENALTIES FOR DISCIPLINARY DECISIONS**

The principal or his/her designee will:

- Investigate offense-student may be suspended pending investigation to allow sufficient time for investigation.
- Allow the student the opportunity to defend himself/herself.
- Notify the parents of those involved.
- Notify police when appropriate.
- Notify the office of the superintendent when appropriate.

### **PENALTY DETERMINING GUIDELINES**

One or more of the following may apply as determined by the principal or his/her designee:

- A. Suspension – one to ten days (to be decided upon by the principal)
- B. Suspension of more than ten days (to be determined by the superintendent)
- C. Recommendation for expulsion
- D. Restitution of property (if applicable)
- E. Conference with parents before readmitting students

### **ACCESSORY**

Any student who is an accessory or withholds information or hinders an investigation may be subject to disciplinary action. The commission of or participation in any of the foregoing activities in the school building or on school property or at school sponsored activities is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

### **INCORRIGIBILITY OR PERSISTENT DISOBEDIENCE OF SCHOOL RULES AND REGULATIONS**

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendations to the Board of Education for expulsion from school.

## **GROSS MISCONDUCT OFFENSES AND THEIR DEFINITIONS**

These standards of conduct apply to all students while on school property or at school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.

- Any violations of federal, state, or local ordinance-examples include but are not limited to:
  - Any Arson – setting of fire.
  - Breaking and entering – unauthorized entry into school property, including but not limited to school buildings and school vehicles
  - Explosives – explosives are not permitted on school property or at school sponsored activities. This includes fireworks, smoke devices, incendiary devices, as well as caustic or noxious substances.
  - Extortion, blackmail, or coercion – obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
  - Any offense which would lawfully be deemed as criminal sexual conduct, including indecent exposure.
- Assault and/or battery. The term assault is defined as "A threat or attempt to inflict bodily injury where the victim has reason to believe the injury may be inflicted." The term battery is defined as "The wrongful physical touching of a person."
- Tampering with safety systems-including (but not limited to) bomb threats, false fire alarms, abuse of fire extinguishers and false police reports.
- Bullying/Cyber Bullying - Either physical or psychological.
- Interference with school authorities – interfering with administrators, or teachers by force, violence or verbal threats.
- Intimidation of school authorities – interfering with or encouraging others to interfere with administration or teachers by intimidation with the threat of force or violence.
- Vandalism – damage to school property or property of others.
- Larceny – theft or aiding and abetting a larceny or theft.
- Weapons as described in the Weapons Free Schools policy.
- Illicit Substances – the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:
  1. Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages".
  2. Illegal drugs.
  3. Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
  4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with school district's authorized use of medication procedures.
  5. Steroids, human growth hormones or other performance enhancing drugs.
  6. Substances purported to be illegal, abusive or performance enhancing, i.e., "look-alike" drugs.
  7. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.



## **GENERAL MISCONDUCT OFFENSES AND THEIR DEFINITIONS**

- Fighting on school property or at school-sponsored functions. The term “fighting” is defined as the act of quarreling involving bodily contact. A student may also be held responsible for statements and/or actions, which directly provoked aggressive actions by another student.
- Hitting, pushing, or touching others with the willful intention to harass or to cause discomfort.
- Threatening, taunting or provoking others, refusing to obey a clear and reasonable directive of a teacher, or other school personnel.
- Unsafe and disorderly behavior.
- Obscene/vulgar language or gestures against a staff member or student.
- Misuse of books, materials and equipment.
- Tobacco, e-cigarettes, vape-pens \_ use or possession (in any form) of tobacco or tobacco related paraphernalia - including lighters - on school property or at school activities.
- Forgery, falsifying excuses or other school related documents.
- Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instructions of school personnel, or suggesting that others defy reasonable instructions or directions.
- Action in the halls that creates distraction or disruption during school.
- Gambling – the term “gambling” is defined as directly or indirectly taking, receiving, or accepting any money or other valuable objects contingent upon the result of an uncertain event.
- Disposing of food and beverages – disposing of food and beverages in non-designated areas.



### **IMPROPER USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES**



- Cell phones should neither be seen nor heard during class.
- The **ONLY** acceptable times for cell phone use are before school (before 7:50am), during a students' designated lunch period, or after school (after 2:45pm on regular days and 12:00pm on early release days).
- Property will be confiscated and disciplinary action will be taken if a student does not follow these rules.
- Students are not allowed to bring radios, iPads/tablets, portable TV's, MP3 players, headphones, cellular telephones, laser pointers or the like without the permission of the high school principal.
- Social Media - Students are **not to post** to social media sites during the school day.
- In addition, students may not post confidential or inappropriate photos or information from school activities that are meant to harass, intimidate or embarrass others.



### **CHEATING AND PLAGIARISM**



According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to present as new and original an idea or product derived from an existing source
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

If you are guilty of cheating and/or plagiarism:

- 1st offense-0 on the assignment, automatic RTC referral and parent notification
- 2nd offense-All of the 1st offense guidelines, in addition to principal notification, and possible suspension.
- 3rd offense-All of the 1st and 2nd offense guidelines, and a possible zero for the course.

## CONDUCT EXPECTED OF STUDENTS RIDING THE BUS

Riding the bus is a privilege. You must follow all rules and regulations and treat your driver with respect and courtesy. Drivers have the responsibility of getting students to and from school safely. A driver may assign seats.

The Board of Education has authorized the installation of video cameras on the school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on video, the tape will be reviewed by the bus driver and transportation supervisor and may be used as evidence of the misbehavior. Since these tapes are considered part of the student's record, they can be viewed only in accordance with Federal law.

Failure to follow the rules and regulations listed below may result in the loss of bus riding privileges. Any action not covered below, but considered disruptive shall be handled as a violation of the bus rules and regulations. Therefore, exclusion from the list shall not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the Evart Public Schools.

Only students entitled to transportation will be permitted to ride the buses. If you want to ride a bus other than your own, a note from your parent(s) and/or legal guardian must be presented to the office of your principal, for a **BUS PASS**. It is highly recommended that parents requesting bus passes do so in writing. However, in emergency situations, the principal or his/her designee for bus passes will accept phone calls. If acceptable, the principal or his designee will have the secretary issue a bus pass with all the necessary information. The principal or his designee will sign the bus pass. The note should include the following information: Student requesting the bus pass, date(s) for pass, destination – name of resident, address of destination and bus number. Students hand the bus pass to the bus driver, without a pass, you will not be permitted on the bus. *You must be at your stop five (5) minutes before the bus arrives.* Drivers are told they are not to wait for tardy students.

- Students must remain seated while the bus is in motion. This is the State Law. Students are not permitted to save seats for fellow students. You must share the seat and permit room for others.
- Students shall refrain from eating on the bus. No littering on the bus at any time.
- Students shall refrain from loud and boisterous conduct at all times.
- Fighting will be considered a severe disruption and will not be tolerated.
- Damage to seats or bus will be paid for by the student. Riding privileges may be revoked.
- Students must not throw anything on or from the bus or extend any body part from open windows.
- Emergency door must remain closed, except in cases of emergency.
- Students are not to be in possession of knives, sharp instruments of any sort, firecrackers, rubber bands, tobacco, matches, water pistols, water balloons, etc. on the bus.
- Students are not permitted to bring any object on the bus, which is too large to hold on their lap.
- Profane or vulgar language and gestures will not be tolerated.



### DRESS CODE GUIDELINES



Student dress must not interfere with the education, health, or safety of others. Student dress should not offend the standards of the school community. Examples include but are not limited to the following:

- A. Appropriate, clean clothing and footwear.
- B. No bare midriff, halter tops, tube-tops.
- C. Shirts must not reveal one's sides, back midriff or inappropriate cleavage.
- D. No hats or sunglasses during school hours (unless pre-approved by the principal)

- E. Clothing must not have letters, pictures, or sayings that are obscene or objectionable. Objectionable is defined as, but not limited to, clothes that advertise alcoholic beverages, tobacco products or slogans related to substance abuse, sex or inappropriate language and/or behavior.
- F. Skirts and shorts must be no shorter than one's fingertips extended while their arms are relaxed at their sides.
- G. Students will follow all guidelines at school and at all school sponsored activities and events.
- H. Shoulder straps on outer-layered shirts must be a minimum width of two inches.

The school reserves the right to establish more definitive dress policies for athletic teams, band, organizations representing the school, and for specific school activities, such as, but not limited to, graduation, junior/senior banquet, prom, and awards night.

- **Students violating the dress guidelines for the first time will be asked to dress in the correct way immediately.**
- **If necessary, parents will be called to bring proper clothing so that the student may resume his/her regular class schedule.**
- **Repeated violations of dress will be treated as insubordination and with possible suspension and/or other punishment deemed necessary by the principal will be imposed.**

\*\*\*The above categories have been identified as types of conduct that interfere with good order and the proper functioning of the educational process. The list is not all-inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct. Additional rules and regulations may be imposed to insure the safety and rights of individuals and the good order of the school system. Adequate notification of such additional rules shall be made by the administration to the faculty and students. We believe that the above guidelines are reasonable and we would appreciate your help in enforcing them.

## **DRUG FREE SCHOOLS**

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or 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 subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state or federal 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 she/he receives help through programs and services available in the community. Students and parents should contact the school principal or counselor whenever such help is needed.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection, often referred to as PDA should be limited. If a staff member asks students to refrain from inappropriate PDA, the students will be expected to do so. The aforementioned list of offenses for tardies will be used in cases of PDA. All PDA violations will be reported to and kept track in the office.

1. **FIRST OFFENSE**-Student will be asked the RTP questions.
2. **SECOND OFFENSE**-Student goes to RTC, writes a plan, and negotiates at the earliest convenience of the teacher.

3. **THIRD OFFENSE**-Student will be asked the RTP questions.
4. **FOURTH OFFENSE**-Student goes to RTC, writes a plan, but remains in RTC for the remainder of the class period, student negotiates before the next time that class meets, and obtains missed work, RTC coordinator arranges a parent contact/intervention.
5. **FIFTH OFFENSE**or more-general and/or gross misconduct.

## **SEARCH & SEIZURE**

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **SEXUAL HARASSMENT**

Sexual harassment has no place in the Evert Public Schools and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal.

## **STUDENT DRIVING**

The driving of a vehicle to school is really a decision to be made by parents and students. If parents permit their student to drive to school, the following school regulations are to be followed:

1. The vehicle must be parked and left until school closes in the afternoon unless special permission is given by the high school principal. This includes cars, trucks, motor scooters and motorcycles.
2. Sitting or riding in vehicles during lunch hour by students is prohibited.
3. Students are to park only in the areas approved and designated by the principal. Vehicles must be properly parked between the yellow lines.
4. Students will drive at safe and proper speeds.
5. We strongly recommend that all vehicles be locked during the school day. Students who violate these driving rules and/or posted driving regulations will be subject to the following:
  - A. **First Violation** – warning **AND/OR** referral to RTC during LUNCH.
  - B. **Second Violation** – Parent notification **AND/OR** referral to RTC during LUNCH.
  - C. **Third Violation** – loss of driving privileges for the remainder of the school year.

Due to noise disruption, all car alarms must be shut off while on school property. Students who have car alarms that continually are set off will lose their privilege to park on school property. It should also be known that Evert Schools will not be responsible for theft or damage to vehicles parked on school property. If your vehicle or the contents of your vehicle are so valuable that you must have your alarm activated at all times – DON'T DRIVE IT TO SCHOOL.

Students are permitted to park on school premises as a matter of privilege; it is not a right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

#### Driving to the Career Center/MSTC

Those students who attend the Career Center/MSTC in Big Rapids are provided transportation as a condition of their enrollment and are expected to ride the bus to and from the center. Students are not allowed to drive or ride in a personal vehicle for any reason unless the following conditions are met:

- Career center regulations have been reviewed and signed;
- A parent conference is held to discuss the validity of the request;
- A legitimate reason and rationale for driving is presented;
- The proper waiver forms are signed by parents and high school principal.

*Any violation in the driving regulations will immediately result in the loss of driving privileges and possible disciplinary action up to and including removal from the career center. Any questions regarding this policy should be directed to the high school principal.*

## TECHNOLOGY USAGE

Evert Schools make available to students an abundance of technology. Students are expected to use the equipment properly. Technology will be available to students as long as the following are adhered to:

1. All students will follow the regulations that are outlined in the Internet use policy. The User Agreement form must be signed by the student and parent in order to access the Internet.
2. Any student downloading pornographic or other questionable, offensive, or illegal material will lose access to the system and be subject to disciplinary action.
3. Students are to expect no right of privacy to any of their files.
4. Students shall not share passwords or access the system with another student's password.
5. Tampering with computer equipment will be treated as vandalism.
6. Students are to refer to the Computer Network & Internet Usage Guidelines for more information.

***Any violation of the Computer Network and Internet Usage Guidelines could lead to the loss of access to the system and/or penalties ranging from suspension to expulsion from Evert Public Schools.***

## TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in additional disciplinary action being taken up to and including expulsion.

## WEAPON FREE SCHOOLS

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property. For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, BB gun, a paintball gun or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

## Section 4: Attendance

### ATTENDANCE POLICY

In keeping with our efforts to do the utmost for all students, we ask for the cooperation and assistance from parents/guardians in the matter of student attendance. Regular attendance and promptness are expected in all classes and are the essentials of good performance of any job. Regular attendance is vitally important in order that each student receives the maximum benefit from daily sequential instruction. We encourage all parents/guardians to assist us in our goals, one of which is to give our students every opportunity to benefit from regular attendance at school.

New for this school year is the addition of an attendance call in line. If your child will be absent for ANY REASON, please call the school at 231-734-5551, option 1 and leave a message.



**EXCUSED ABSENCES:** Each semester, parents or guardians may excuse UP TO FIVE absences, for any reason, by either calling the schools' attendance line and leaving a message or a signed note brought to school with the student the next day. After five absences, students will only be excused by providing official written verification for illness, medical appointments, court appearances, and college visits. All school related activities (sports, field trips, rehearsals, etc.) will also be excused.



**UNEXCUSED ABSENCES:** If a student is absent and no phone call or note from a parent or guardian is provided to the school, the student will always be marked unexcused. After the allowed five parent excused absences, the following reasons will also be marked as unexcused: more than 15 minutes late due to oversleeping or transportation issues, undocumented illnesses, "personal" reasons (to run errands for parents, baby-sitting, haircuts, senior pictures, work on cars, etc.).



**SIGNING OUT** – If a student has to leave school during regular school hours, he/she must present a note to the secretary signed by a parent or guardian. These notes will be kept on file to verify absences. Failure to sign out may result in disciplinary action. This includes leaving school grounds for an appointment at lunch. Students with appointments, emergencies, etc, should obtain a dismissal slip prior to the time they are scheduled to leave. Students will be released to a parent, guardian or persons listed on the student's Emergency Procedure Card only.



**TARDINESS** – It is important to arrive to class on time. The intention is to promote an environment in the school that enhances learning by full student participation. We encourage students to maximize their individual potential to become responsible, productive and contributing members of our community



and society. Late arrival to class poses a distraction to the educational environment and negatively affects class participation and performance.

Each class begins at or after the designated starting time of a class. Each teacher will ensure that his/her students have had the chance to understand the beginning of class procedure for that class. Students will be considered absent (not tardy) if they miss more than twenty minutes of a class period.

Students arriving late to school are to report to the Main Office to sign in and obtain an admit slip to class. Oversleeping, babysitting, missing the bus, car trouble, etc. are not acceptable excuses for being tardy. For every THREE tardies a student accumulates, it will equal ONE unexcused absence.

1. FIRST OFFENSE-Student will be asked the RTP questions.
2. SECOND OFFENSE-Student goes to RTC, writes a plan, and negotiates at the earliest convenience of the teacher.
3. THIRD OFFENSE-Student will be asked the RTP questions.
4. FOURTH OFFENSE-Student goes to RTC, writes a plan, but remains in RTC for the remainder of the class period, student negotiates before the next time that class meets, and obtains missed work, RTC coordinator arranges a parent contact/intervention.
5. FIFTH OFFENSE or more-general and/or gross misconduct.

The tardy consequences start over at the beginning of each semester.

**ADDITIONAL GUIDELINES** – An absence count will start only upon a student's first registered day in class. A student who is absent from class fifteen (15) minutes or more will be considered absent.

Class absences as a result of approved school activities will not count within the attendance policy. Unless otherwise indicated, students who miss class due to request from administrators and school counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available. There will also be a concerted effort on the part of the Athletic Department to avoid taking students from school early for athletic competition unless absolutely necessary.

## **EXCESSIVE ABSENCES**

Excessive absences, excused or unexcused, often contribute to poor student performance and or failure.

**ATTENDANCE WATCH:** In an effort to keep parents and guardians apprised of any potential problems with their child's attendance at school, letters will be sent home on the 5<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> absence in any class. This letter will be accompanied by a current attendance history report. An intervention meeting will be held with the principal, parents, students and the appropriate staff. Strategies will be developed to ensure that the student's attendance improves.

**THE TRUANCY OFFICER will be notified on the 5<sup>th</sup> unexcused absence for any student below the age of compulsory education in the state of Michigan; the student will be put on ATTENDANCE WATCH. If this student should hit 10 unexcused absences, he/she could end up on probation. Please learn and follow EHS expectations!**

**TRUANCY** – If excessive unexcused absences OR tardies continue for any student – it is defined as “truancy”. Truancies are also defined as an absence from school due to working for someone other than parents or personal reasons. Truancy is considered a very serious act of misconduct and will be treated severely by the administration and/or teachers. Failure to sign in could lead to unexcused absences, RTC or possible suspension from school. Students who are continually absent could be petitioned to Probate Court for a violation of the Compulsory Attendance Law.

#### **TRUANCY-EXCLUSION FROM ACTIVITIES**

Upon their 10<sup>th</sup> unexcused absence in a semester students will be excluded from participation in or attendance at all extracurricular activities.

## **Section 5: Health and Safety**

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

Fire drills are necessary for the safety of all who are in the school building. Practice the drills with caution and seriousness.

1. There will be no warning signal. As soon as the bell sounds, all students should begin the necessary procedures depending on the type of drill.
2. No talking.
3. Move quickly without running.
4. Go where directed.

Lockdown drills will be conducted on a periodic basis. When in “lockdown” only law enforcement and emergency personnel will be permitted to enter or exit the building.

Tornado drills will be conducted at least twice per year. Students are to follow classroom instructions and remain silent while the drill is taking place.

### **IMMUNIZATIONS**

Each student shall have the immunizations required by law or have an authorized waiver. This is for the safety of all students and in accordance with State Law. Any questions about immunizations should be directed to the building principal. Students may be denied admittance or removed from school until the required immunizations are obtained or a waiver is presented.

In order for your child to be sufficiently immunized, the following shots are required for all new students and recommended for all other students:

- 4 doses of DTP (one must be after the fourth birthday)
- 3 doses of Polio (one must be after the fourth birthday)
- 2 doses of MMR (both must be after the first birthday)
- 3 doses of Hepatitis-B
- 2 doses of Varicella or past history of chickenpox (starting 2002)
- 1 dose Meningococcal (MCV4 or MPSV4) vaccine required for all children entering 6<sup>th</sup> grade.
- 1 dose Tdap for children 11-18 years of age if 5 years since the last dose of tetanus/diphtheria containing vaccine.

For students around age fourteen or fifteen, a tetanus booster is also required. (This may be listed as “td” on your immunization card.)



Please check your child's immunization card. If you feel they need shots, you can call the Health Department at 832-5532 for an appointment. The shots may also be done at the doctor's office. Once the shots are done, please bring an updated copy of the immunization record to the school so we can update our records.

## **MEDICAL EMERGENCIES**

An emergency medical card is given to each child as they enroll. Each year this card is sent home at the beginning of school. Please return it completely filled out. In the event of an emergency at school we will contact you as soon as possible.

Please keep the office current at all times with emergency phone numbers where someone can assist us, when you are not available. Some examples may be friends, daycare, grandparents, neighbors, and place of employment. It is also important to notify us with any changes in these numbers throughout the year.

## **MEDICATION GIVEN TO STUDENTS**

The administration of medication by school personnel shall be authorized and performed in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. The authorization to administer medication shall be issued only in compliance with the following conditions:

- A. The Request for Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal:
- B. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
  - 1. Student's name, address, telephone number;
  - 2. Physician's name, address, telephone number, and signature;
  - 3. Pharmacy name, address, telephone number;
  - 4. Name of medication, beginning date of administration;
  - 5. Prescribed dosage, frequency and duration;
  - 6. Parents will be responsible for informing the District if the child has experienced side effects from the medication the child is to receive;
  - 7. Termination date for administering the medication;
  - 8. Special handling and storage instructions.
- C. Medication for students in grades K-8 must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Students in grades 9-12 may bring prescribed medication to the office. Refill of the medication is the sole responsibility of the student's parent/guardian.

The designated school personnel will:

- 1. Inform appropriate school personnel of the medication;
- 2. Keep a log of the administration of the medication, which will include: date, time, dosage, and person administering the medication along with the initials of an adult witness (this witness can be a school employee/or adult);
- 3. Keep the medication in a locked cabinet;
- 4. Return the unused medication only to the student, parent or guardian (a student may retain his/her inhaler);
- 5. Any medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

The student's parent or guardian assumes the responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in medication, including the discontinuation or modification of the medication and any of the side effects experienced.

The student's parent/guardian has the sole responsibility to instruct their child 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.

In no instance are District personnel to administer an initial dose of a new medication to any student. Forgotten doses of home medication will not be made up at school.

Student self-possession and/or self/administration of medication for grades K-8 is prohibited unless the student's health is endangered by this prohibition.

No staff member will be permitted to dispense non-prescribed medication (OTC) to any student without a doctor's order.

Students in grades 9-12 who are able to self-administer medication(s) will be permitted to do so subject to the guidelines listed below:

The student's parent or guardian shall provide written authorization for the student to self-possess and/or self-administer their own over-the-counter pain medication in the school setting (if a student is age 18 or older or is an emancipated minor, the student may provide this written authorization instead of the parent/guardian.) **This form must be filed in the office.**

**The medication shall be maintained exclusively and at all times under the student's control while in the school setting and the student will carry no more medication than necessary for that day.**

Students who receive authorization to self-administer their medication shall not convey, transfer or otherwise distribute the medication to other students; students who violate the conduct standard shall be subject to disciplinary penalties as specified in the student code of conduct.

Building administrators and appropriate school personnel shall be informed on a need-to-know basis when a student is authorized to self-administer medication.

The building administrator may discontinue the student self-administration privilege upon advance notification of the parent/guardian. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with the Individual with Disabilities Education Act (IDEA) or Section 504 Rehabilitation Act requirements.

## **Section 6: Students Life**

### **ADVERTISING OUTSIDE ACTIVITIES**

The announcement, distribution, or posting of non-school materials must have the prior approval of the principal. A minimum of 24 hours is required to ensure that the principal has sufficient time to review the announcement or posting. Materials determined to meet any description below will be denied:

1. causing a material and substantial interference to the educational environment;
2. obscene to minors or containing indecent or vulgar language;
3. defamatory or libelous;
4. invading the privacy of another person;
5. offensive to a person's race, religion, ethnicity, or gender;
6. encouraging illegal activity or violation of school rules.

## AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, the Evart Board of Education is nonetheless committed to the equal treatment in application of its policies and procedures to all students. **Eighteen-year-old students should consult with their parents before considering invoking Age of Majority rights; this is because once an Age of Majority Rights is signed by ALL parties, the school will NO LONGER be able to communicate with the parents about the student.**

With the following exceptions, the rules and regulations set forth in this handbook will apply to all students regardless of their attainment of the age of majority.

1. Students 18 years old and older may have the same privileges as their parents/guardians as it relates to rights regarding their student records.
2. Students 18 years old and older may represent themselves during disciplinary conference.

Students may report to the high school office to pick up an acknowledgement of Age of Majority form once they have turned 18. The acknowledgment form is provided as a courtesy to students and parents and outlines the responsibilities of each party. Age of majority students need to be aware that if their parents continue to claim them as IRS dependents, their parents are entitled to view pertinent educational records. Parents and students with questions or concerns regarding Age of Majority should see the high school principal.

## ANNOUNCEMENTS

Announcements that pertain to the student body will be made on a daily basis. Students who wish to have an announcement read or displayed must receive approval from their sponsor and permission from the building Principal or his/her designee. Talk to Kelli in the office for more details.

## BEVERAGES OTHER THAN WATER

Beverages may be consumed in the cafeteria or in the hallway only. Beverages cannot be consumed in classrooms without prior consent of the adult in charge of that area. Students caught violating this policy will have the beverage confiscated. Continued violations may lead to suspension.

## BULLETIN BOARDS

The counseling office, high school office, school organizations, band, and athletics may use the bulletin boards throughout the building. Students or outside organizations must obtain prior permission before posting materials on the bulletin boards.

## CAFETERIA/LUNCHES

Evart High School provides opportunities for students to eat breakfast, lunch and snacks while students are at school.

- Breakfast and Lunch are free. For EVERYONE.
- Food must be eaten in the cafeteria.
- STUDENTS are responsible to clean the table where they sit and to put all trash in containers.
- Evart High School is currently using MEAL MAGIC for our lunch program.

Again, please know that the forms that need to be filled out for our UNIVERSAL LUNCH PROGRAM are confidential. The School Food Service prohibits discrimination based on religion, race, color, national origin, sex, age, weight, height, marital status, disability or arrest record.

Daily menus are subject to change without notice.

## **CAREER CENTER**

Consideration for admittance into the career center will depend upon academic standing and attendance history. Students with a poor attendance history may not be able to attend the career center. If a CC student accumulates more than ten absences at the career center, he/she MAY be in jeopardy of being excluded from the program; this decision may come from the career center or Evert High School.

Bus transportation is provided for career center students. Students must ride the bus to and from the career center. Please refer to the STUDENT DRIVING section in this handbook for all the regulations regarding students driving to the Career Center.

Students who miss the career center bus must leave Evert High School premises until their EHS classes resume (on a regular day, they must return to school directly before their 5th hour class begins). Career center students are not allowed to stay back from the CC; this causes a safety concern as the CC student is not on an official attendance roster.

In the event of inclement weather when the career center is closed but Evert Public Schools are open, all Career Center students MUST, BY LAW, be allowed to attend school; these students are assigned to the library for the duration of the career center classes and will join their normally scheduled classes when they begin.

## **CLOSED CAMPUS**

Evert High School has a closed campus. *Students are not allowed to leave the school grounds once they arrive **on school property**.* Permission to leave must be approved by the Main Office. Students who leave the school grounds without permission will be subject to disciplinary action.

## **COUNSELING SERVICES**

The following services are available through the counseling department:

1. Individual counseling services that are confidential.
2. Guidance and development of educational and career goals.
3. Information services for careers, job training, and community support agencies.
4. Orientation and transitions services to facilitate new and incoming students.
5. Parental information services.

## **EXTRA-CURRICULAR ATTENDANCE RULES**

1. Any student leaving the building while the game and/or dance is in progress must leave school grounds and will not be readmitted. Example: A student leaving the game will not be readmitted to the game or allowed to attend the dance if the dance is following the game.
2. Any student not attending the game but attending a dance after a game must not be on school grounds until the dance starts.
3. Students not in attendance at school during the day will not be allowed to attend the game and/or dance unless permission is given prior to absence by the principal.
4. Spectators are asked to be in the gym seated in the bleachers except during halftime and between games. Anyone in the halls after the game starts and after halftime will be asked to be seated.
5. No pop is allowed in the gym.
6. All spectators, players and coaches are expected to display sportsmanship at all times.
7. The mezzanine will only be used by spectators when the lower level is full. The mezzanine may be used by the band and videographers.

## **FOREIGN EXCHANGE STUDENTS**

Foreign Exchange Students will receive an honorary diploma and a transcript of courses completed while attending Evert High School.

## **HOMEBOUND/HOSPITALIZED SERVICE**

The Evert Public Schools provides Homebound and Hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available in the high school office. Please contact the building principal for more information if you feel your child will need these services.

## **LOCKERS**

A locker is provided for every student. The lockers remain the property of the Evert Public Schools and are loaned each year for student use. Student lockers are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice and without search warrants. Locker checks will be conducted in the presence of the student if at all possible.

Keep your locker locked at all times and use only the locker that is assigned to you. Evert Public Schools will not be held responsible for any items lost or stolen from student lockers. Lockers cannot be opened by any student unless the student assigned a locker gives out the locker combination.

Lockers will be opened by school personnel when there is reason to believe that a locker contains stolen items or materials and substances that may be harmful to the high school student body.

Student lockers should be kept orderly and arranged so that textbooks may be stored without being damaged. Students may be asked by the administration to clean out disorderly lockers. The locker must be cleaned out prior to the end of the school year.

Students who elect to decorate the interior of their locker should keep this in good taste and may not allow the decorations or shelves to interfere with moving parts of their lockers or neighboring lockers.

Only school combination locks may be used. They will be issued with your locker. No key locks or student owned combination locks are to be used. If they are on the locker they will be removed from the locker. The school is not responsible for damage to student owned locks if they are removed. If a student loses their issued lock, they will be charged \$6.50 for a new one.

## **MEDIA CENTER INFORMATION**

**CIRCULATION:** Periodicals (magazines and newspapers) and reference books may not leave the library. Vertical file materials and older reference books are available for overnight check out. Books have a two-week checkout time. There are no overdue fines. People with overdue materials from this year or a previous year, may not check out more until they are returned or paid for. Seniors must pay for overdue materials before graduation. Overdue lists are printed at the end of each marking period and two weeks before the library closes at the end of the school year.

The library is a classroom and the librarian is a teacher. Students are expected to be quiet, orderly, and to refrain from disturbing others. Be sure to ask for help in locating materials or using equipment, if needed. The librarian is here to assist you.

## PHONE CALLS

School phones may be used with permission. Students will be encouraged to make phone calls during passing time and lunch unless it is a medical emergency.

## STUDENT ACTIVITIES

### CLASS ACCOUNTS & ADVISORS SPECIFIC PROCEDURES INFORMATION

1. All financial affairs of a student-sponsored activity are the direct responsibility of the sponsor.
2. It is suggested that no money shall be collected from students without giving a receipt for that money and that the student will be present when his/her money is counted. It is suggested that money be in a signed, sealed envelope and the student will be notified of any discrepancy as soon as possible. It is suggested that all money turned in be in the form of a check or money order.
3. All money will be turned into the principal's office as soon as possible. Your responsibility ends when the money is turned in to the office and a receipt is given.
4. All fundraising materials should be checked out and checked in. A written statement of such transactions shall be kept. The student will be responsible for turning in the money or materials. Theft or damage to the materials are the responsibility of the individual student and does not excuse him/her from payment for the fundraising materials.
5. It is suggested that no large sums of money or fund raising materials be left in lockers or in a student's possession for any length of time because of the possibility of theft or loss.
6. Fundraising companies and sales personnel will work directly through the high school office before contact is made with the students or sponsors. Administrative approval is required before ordering fundraising materials.
7. Student activity records must be turned into the office and balanced at the end of each school year. Paychecks will be held until this is done by activity sponsor. All money must be accounted for in either individual accounts or in the class general fund.
8. Persons who fail to return money or property will be subject to prosecution.

## STUDENT SALES

Students are not permitted to sell any item or service in school without the approval of the high school principal. Violation of this may lead to disciplinary action.



### SUGGESTED STEPS IF YOU ARE HAVING PROBLEMS IN SCHOOL



- 1<sup>st</sup> Step:** Faculty and student discuss the problem and attempt to resolve it.  
**2<sup>nd</sup> Step:** Faculty and parent discuss the problem and attempt to resolve it.  
**3<sup>rd</sup> Step:** Parent and administrator discuss the problem and attempt to resolve it.  
**4<sup>th</sup> Step:** Parent and superintendent discuss the problem and attempt to resolve it.  
**5<sup>th</sup> Step:** Parent writes a letter to the School Board or superintendent and asks to be put on the agenda.

**Moving through these steps without first having completed the prior step will most likely result in the faculty member reminding the student/parent of this protocol and then asking the student/parent to refer back to the person that is next in line of this procedure.**

## **TEXTBOOKS**

Each student will be issued a textbook for each class, if required. The teacher issuing books will note the condition of the books. If a student disagrees with the condition of a particular book, he/she should contact the administration. Student will be held responsible for returning the book in satisfactory condition. A pro-rata charge will be assessed for lost or damaged books. Allowance will be made for normal usage.

## **TRAVELING TO OUT-OF-TOWN ACTIVITIES**

Students traveling to out-of-town activities as a member of an athletic team, or any other school-sponsored organization must use the transportation provided by the school to and from the activity unless prior arrangements have been made with the administration in writing.

## **VISITORS**

All visitors during school hours are required to report to the office and must wear a visitor's pass. Pre-school children are not to be brought to school unless their parents accompany them.

## **WORK PERMITS AND AGE CERTIFICATES**

Students may obtain applications for work permits from the Superintendent's Office. This form must be taken to the employer to be filled out and returned to the Superintendent's Office. Upon completion by the employer and the student, the Superintendent's Office will issue a work permit.








## PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

*This student handbook serves as an annual notice; it is a required document to be given to the parents/guardians of the students who attend Evert High School in order to comply with state mandates for information on various topics, including but not limited to FERPA, locker searches, PPRA, nondiscrimination, and PC.*


**PLEASE RETURN ONE PER STUDENT-NOT ONE PER FAMILY**

**Non-return of the acknowledgment page does not release students and/or parents/guardians from the responsibilities of following the policies and procedures contained within the handbook.**

Sections of the handbook with a pawprint  are marked as being very important. Please make sure you have paid close attention to these highlighted sections and **please initial** on the line to indicate you have read and understood them:

 **General Information:**  
Page 7: Daily Schedules \_\_\_\_\_ Parent \_\_\_\_\_ Student  
Page 12: School Contacts

 **Academic Guidelines:**  
Page 15: Grading/Report Cards/Grad. Requirements \_\_\_\_\_ Parent \_\_\_\_\_ Student  
Page 17: Graduation Requirements

 **Discipline:**  
Page 23: Gross Misconducts \_\_\_\_\_ Parent \_\_\_\_\_ Student  
Page 24: General Misconducts  
Page 24: Cell Phones  
Page 24: Cheating/Plagiarism  
Page 25: Dress Code

 **Attendance:**  
Page 29: Absences \_\_\_\_\_ Parent \_\_\_\_\_ Student  
Page 29: Signing Out & tardiness

 **Student Life:**  
Page 37: Suggested Tips for Solving Issues \_\_\_\_\_ Parent \_\_\_\_\_ Student

We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the school district as part of a district initiative to obtain parental support, guidance and collaboration. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Received at EHS Office: \_\_\_\_\_

*This entire document is available online at [www.evertps.org](http://www.evertps.org) under Forms/Documents for Evert High School or in the EHS office.*