

Foreword

Students: We are very pleased to have you as a student. It is our hope that your education will be a valuable and enjoyable experience. Remember, the quality of your experience will be a direct reflection of the decisions that you make while you are here. A Student Handbook has been written to help you become better acquainted with the academic and social opportunities and expectations of our school. You will find written in its pages, regulations, policies, and practices developed over a period of years about school routine, social activities, and general information relative to your success in school. It is your responsibility to read and become familiar with the information contained in the Handbook and let it be your guide to a happy and successful school experience. The complete Student Handbook can be found on-line at www.imschools.org .

Parents: We are looking forward to building an educational partnership with you as your child continues their education. As in the lower grades, communication between school and home is still very important. There are several ways that you can get information on what is happening at school, including the school website (www.imschools.org), PowerSchool, and report card messages.

As a parent you should know as much as possible about our school and its policies to facilitate desirable counseling for your child. The role of this nation's schools is to produce, as far as school education can, healthy, self-supporting, socially conscious, morally responsible, and rationally behaving young men and women, who as citizens of their school, community, state, nation and world are able and willing to defend, maintain and improve our American way of life.

The Student Handbook is intended to provide an avenue of communication regarding school expectations between the school and home as we share the responsibility of educating our youth. Please read and discuss the information contained in the handbook with your student. Contact the school office (779-2610) with any concerns or questions that you may have during the course of the year.

Sincerely,

William Traber
Principal

Iron Mountain High School Mission Statement

At Iron Mountain High School, we create an environment where knowledge leads to success, respect prevails, and our students are empowered to face the future with confidence.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through at the Board office, located at:

217 Izzo-Mariucci Way
Iron Mountain, MI 49801

The School Board governs the school district, and is elected by the community. Current School Board members are:

Rob Langsford, President
Lisa Basanese, Vice-President
Lisa Carollo, Secretary
Steve Brooks, Treasurer
Geno Basanese, Trustee
Foz Burgoon, Trustee
Scott Celello, Trustee

The School Board has hired the following administrative staff to operate the school:

Jerry Sardina, Superintendent
William Traber, Principal
Ruth Truscott, Guidance Counselor
Donny Bianco, Athletic Director

The school is located and may be contacted at:

IMHS
Central Middle School

300 West B Street
Iron Mountain, MI 49801
(906) 779-2610

Iron Mountain Public Schools Phone Numbers

Superintendent's Office: 906-779-2600

High/MS School Office: 906-779-2610

Athletic Office: 906-779-2610

Dickinson-Iron Vocational Education Center: 906-779-2697

Alternative Education: 906-779-2660

Attendance Reminders

Students will be allowed 8 absences during trimester 1 and trimester 2 (excused or unexcused) before credit in that class is lost. On the 9th absence credit will be automatically lost if the absence is determined to be unexcused. If the 9th absence is excused the student will have the opportunity to make up the time in Saturday School to retain the credit. During Trimester 3, (FUTURES), students will be allowed 4 absences (excused or unexcused) before credit in that class is lost. On the 5th absence credit will be automatically lost if the absence is determined to be unexcused. If the 5th absence is excused the student will have the opportunity to make up the time in Saturday School to retain the credit. Failure to report to Saturday School for make-up time will result in loss of credit.

See the Handbook for the complete attendance policy including consequences for unexcused absences.

Personal Electronic Devices

IMHS will be wireless for the 2017-2018 school year. Students and parents are highly encouraged to review the Acceptable Use Policy for Electronic Resources attached to the Handbook or at www.imschools.org to become familiar with acceptable use of laptops, netbooks, tablets, iPads, smartphones, etc. in school.

Report Cards

Report cards will be electronically mailed at the end of each trimester (January and June). Parents and students are expected to use PowerSchool to track academic progress on a regular basis.

Student Assistance

Students who are struggling with personal issues including substance abuse, depression, domestic violence, or thoughts of suicide are encouraged to talk to the guidance counselor, Mrs. Truscott.

Students can also contact Mr. Traber for help and a listing of agencies in the area that

are available for students.

For additional information, students can visit the following websites:

If you feel you are having difficulty with drug or alcohol dependency, you can find help at:

www.alcoholics-anonymous.org

www.alateen.org

www.teen-anon.com

www.abovetheinfluence.com

If you feel you are having difficulty with domestic violence, you can find help at:

www.ncadv.org

www.nccafv.org

If you feel you are having emotional problems such as depression or have thoughts of suicide, you can find help at:

www.yellowribbon.org

www.save.org

www.afsp.org

www.suicidepreventionlifeline.org

If you feel you are have an eating disorder such as bingeing or not eating enough you can find help at:

www.allianceforeatingdisorders.com

Iron Mountain Public School Calendar 2019-2020

Monday, August 26 - In-Service Day

Tuesday, August 27 - First Day with Students

Friday, August 30 - No School - Labor Day weekend

Monday, September 2 - No School - Labor Day

Tuesday, September 3 - School resumes after Labor Day weekend

Wednesday, October 9 - No School — In House PD Day

Friday, November 1 - EK-6th End 1st quarter ½ day AM only - ALL STUDENTS

Wednesday, November 6 - EK-12th ½ day AM Students - P/T Conferences: Noon-6pm

Wednesday, November 27 - EK-12th ½ day AM Students - ½ day PM Professional Development

Thursday, November 28 - No School - Thanksgiving Break

Friday, November 29 - No School - Thanksgiving Break

Friday, December 20 - 1st semester ends (7th-12th grades)

Monday, December 23 - No School - First Day of Winter Break

Monday, January 6 - School resumes (begin 2nd trimester 7th-12th grades)

Friday, January 17 - EK - 6th End of First Semester, EK-12th ½ day AM, PM Records Day for Teachers

Monday, February 3 - No School - Winter Break Day

Friday, March 20 - End of 3rd marking period (EK- 6th grades)

Monday, March 23 - No School - First Day of Spring Break Begins

Monday, March 30 - School Resumes

Friday, April 10 - No School - Good Friday

Friday, April 24 - 7th-12th End of Second Trimester

Monday, April 27 - PBL Starts (7th-12th grades) Third Trimester Begins

Friday, May 22 - Graduation @ 6:00 p.m.

Monday, May 25 - No School - Memorial Day

Thursday, June 4 - EK-11th ½ day AM Students - ½ day PM teacher records

TABLE OF CONTENTS

Foreword	1
Table of Contents	6
School Calendar	5
School Routine.....	9
Attendance	9
Announcements	13
Academic Eligibility	13
Automobiles-Bikes-Skateboards	13
Behavior	13
Bell Schedule	13
Cheating	14
Drugs-Alcohol-Tobacco	14
Elevator	18
Emergency Drills	18
General Campus Behavior	19
Honor Roll	21
Library/Media Center	21
Lockers	21
Loitering	21
Lost Articles	21
Lunch and Cafeteria Rules	22
Pass Slips	23
Pregnancy-Teen Parent Policy	23
School Evacuation	23
Telephone	23
Tornado Warning or Nuclear Attack Procedure	23
Transfer Students	23
Visitors	24
Volunteer Work Outside of School	24
Water Bottles	25
Policies.....	25
Banned Drugs	25
Computer Use Policies	26
Dress Code	26
Directory Information	27
Education of Students with Disabilities	28
Guidelines for School Sponsored Dances	28
Health Services	29

Medications	30
Personal Curriculum	31
Problem Solving Procedure	31
Saturday School	32
Schedule Changes	32
Student Assistance Program	33
Transportation Services	33
Suspension and Expulsion.....	34
Dangerous Weapons	34
General Statement on Discipline	35
Code of Student Conduct	35
Authority of the Board of Education	37
Grounds for Suspension	37
Types of Suspensions	38
Grounds for Expulsion	48
Student Rights	39
Curriculum	
Course of Study	39
Credits	39
Diploma	39
Exams	39
Grading System	40
Guidance Program	40
Marking Period	41
NCAA Initial-Eligibility	41
Outside Credits	41
PowerSchool	42
Report Cards	42
Seat-time Waiver	43
Testing	43
Teacher Qualifications	45
Top ten Percent	45
Valedictorian/Salutatorian	46
Co-curricular and Extra-curricular Activities	
Academic Eligibility	46
Iron Mountain High School Honor Society	46
Procedure for Selection	46
Resignation and Disciplinary Procedure	47
Clubs	48
Athletics	49
Freshman-Sophomore-Junior-Senior	49

Student Activities Code of Conduct	
Definitions	50
Conduct	51
Appearance	51
Academic Eligibility	51
Student Participation	52
Adult Participation	53
Violation Policy and Procedures	53
Penalties for Violations	54
Right of Appeal	55
Rules of Individual Activities	56
Student Activities Code of Conduct Reinstatement Program	56
District 504/ Title IX Officer	52
Accommodating Persons with Disabilities	58
Equal Opportunities/Nondiscrimination Statement	59
Mandated Reporters	59

SCHOOL ROUTINE

ATTENDANCE

We believe that students will experience greater success if they attend classes on a regular basis. Absences in many cases are avoidable. It is our intention to teach students to be responsible and help them be accountable for their own attendance.

With this in mind, students will be allowed a maximum of 8 absences (excused and/or unexcused) per class during the first two trimesters. Written notification will be sent home biweekly after a student has been absent from a class more than 4 times. Upon the 9th absence in a class, the student will lose credit in that class. Students with excused absences will have an opportunity to retain their credit by making up time that they are absent by attending one hour of Saturday School for every class period missed after their first 8 absences. The make-up time must be completed during Saturday School on the date assigned. Students with more than 8 absences in a class due to extenuating circumstances (hospitalization, death in the family, etc.) should appeal their situation to the building principal. During the last trimester(6 week project based learning experience) students will be allowed a maximum of 4 absences (excused and/or unexcused) per class. Upon the 5th absence in a class, the student will lose credit in the class.

Students with an unexcused absence after their 8th absence will automatically lose credit in that class during the 1st or 2nd trimester.

GENERAL

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

All absences, unless school related or for reasons described in school board policy #5223, will be charged to a student's attendance record. Absence because of work at home or elsewhere, shopping, oversleeping, or similar activities will not be excused. Dental and medical appointments should be made outside of school hours or during seminar or study credit whenever possible. Planning family vacations during the scheduled school year is also discouraged.

Absence due to involvement in a school function is recorded as an absence by the teacher but will not be recorded on the student's permanent record file in the office. These non-chargeable absences will not count as one toward allowable tardies and absences in a class.

CONDITIONS

No relative, other than parents, may excuse an absence unless that relative is the legal guardian.

Employers cannot excuse students from school for work.

Students who are eighteen years old or older must have a call from their parent or legal guardian unless prior arrangements have been made with the principal or assistant principal.

Car or motorbike related absences such as out of gas, flat tire, won't start, etc. will

not be excused and will count toward the 8 allowable absences.

Any student leaving school after having started the day must check out either in the office or with the school nurse, if ill, and obtain a Building Leave pass. Failure to do so will result in an unexcused absence for each class missed.

Students who have been out of the building and are returning to school must check in at the office upon their return.

A student who is out of a class and is in another area of the school must have, in their possession, evidence of permission to be out of the class.

CLEARING ABSENCES

When a student is absent for any reason, the school office must be notified of the reason for the absence by the parent or guardian within 24 hours after the student has first been marked absent. Parents or guardians must make notification regardless of their location. If the school does not receive notification within the 24-hour period, the absence will be recorded as unexcused.

Notification must be made on each day of the absence unless the parent or guardian has given an advanced notification (such as in an extended illness).

If a home is without a telephone, the student must see the principal to make acceptable arrangements for clearing an absence.

Calls should be made between 7:00 a.m. and 9:00 a.m. each day of absence.

Parents calling after school hours should leave a message on the answering machine including the student's name, the date of the absence and the reason for the absence.

Students having calls by someone pretending to be the parent or guardian will receive an automatic suspension. If the person who made the call is also an Iron Mountain High School student, they also will be suspended.

Students are not allowed to use the office phone to call home to clear an absence.

The school may require documentation explaining the reason for the student's absence.

EXCESSIVE ABSENCES

Ultimately, it is the student's responsibility to know how many times he/she has been absent from each class. This information is available on PowerSchool.

TRUANCY

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law will be referred to the Dickinson-Iron Intermediate School District. The DIISD will work with the Dickinson County Sheriff Department to determine appropriate intervention or consequences.

ADVANCED EXCUSE

Parents must call to advise the office of a student's anticipated absence.

Students who are aware in advance that they must miss school for necessary reasons must clear that absence with the principal. When a student is aware in advance and has cleared an anticipated absence with the principal, the student

must obtain an "Anticipated Absence Form" from the office and contact each of his/her teachers to arrange to make up work that will be missed. This form must be signed by each of the student's teachers prior to the anticipated absence. Failure to do so will result in a zero for the missed work.

Absence due to school sponsored functions are the same as advanced excused absences and must be treated by the student as such, except that the absence has already been cleared by the principal and no "Anticipated Absence Form" is necessary.

In each case, it is the student's responsibility to return to class with all work completed as assigned. Failure to do so will result in a zero on that assignment.

6. EXCUSED ABSENCES

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work, except when the absence is pre-planned. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work,

All makeup tests and quizzes will be made up either before or after school, during seminar, or at the teacher's discretion and under that teacher's supervision. If a student fails to show up for the makeup test or quiz as directed by the teacher, he/she will receive a 0 (zero) or F.

When a student is present in class when a test, quiz, or homework is assigned and has an excused absence (which was not anticipated) on the date of the test or quiz or on the date the homework is due, the student must take the test or quiz or turn in the homework assignment on the day he/she returns to school.

Exceptions will be made for an absence caused by a substantiated medical reason or a death in the immediate family that prevented the student from preparing.

7. UNEXCUSED ABSENCES AND PENALTIES

Students who are unexcused (truant) in any class will lose 3% of their grade (equal to one point on an eleven-point scale; ex: a "B" in a class will drop to a "B-" after one unexcused absence). The student will also receive a 0 or "F" for the day in that class and the 0 or "F" will be averaged into their final grade. Students will not be allowed to make up any work missed because of an unexcused absence.

Truancy from seminar will result in Saturday School.

Chronic cases of truancy will be dealt with by Saturday School, suspension or, as a last resort, expulsion.

Based upon a poor attendance record and/or performance, a teacher has the right to limit a student's participation in a non-classroom related school function during the school day if the student is not achieving to the level expected by the teacher.

This would apply to Vocational Center field trips.

When a student has acquired more than five hours of absences in a single class, parents and/or guardians will be contacted by the administration.

When a student has acquired five (5) days or twenty-five (25) class periods of

unexcused absences and is under the age of sixteen, the student's name will be turned in to both the Intermediate School District's Truancy Officer and the Probate Court. It is also possible that the student will be suspended. The ISD contacts parents or guardians by certified mail, sets up a meeting with parents or guardians, and sets consequences for further truancy. The student may be turned over to the proper authorities.

A senior that has an unexcused absence in a second trimester class will take the Final in that class during the week of commencement.

8. TARDINESS

Tardiness does not fall into excused or unexcused categories.

A student is considered tardy if they are not in their seat when the bell rings at the beginning of class and within five minutes of that bell.

A student will be marked absent if they arrive more than five minutes late without a pass or if they leave a class with five or more minutes remaining in the period.

A student is allowed to be tardy to each of their classes twice in a semester. On the third time (and each time thereafter) a student is tardy; they will be assigned detention or Saturday School.

9. PROLONGED ABSENCES

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For information on homebound or hospitalized instructional services, please contact: Will Traber, Principal, 906-779-2610.

When a student is absent for more than ten (10) consecutive school days and the reason for the absence cannot be determined, the pupil shall be removed from the school membership at the end of the tenth day if the student is 16 or older. In the case of a student under 16, his/her name will be turned over to the proper authorities.

ANNOUNCEMENTS

Daily announcements will be made at 10:05. The bulletin board outside the principal's office will have the present and four previous day's announcements posted for students who have been absent from school. The daily bulletin will also be posted on PowerSchool. All announcements for the P.A. system must be approved by the club or class advisor.

Students who are not in the building for announcements are responsible for accessing the bulletin information online or from the copies posted.

ACCESSING THE BUILDING

The school building is on an automated security system. All perimeter doors will be locked during the school day. To access the building use the Prospect Street entrance.

ACCESSING THE RESTROOMS

All HS students are to use the C floor restrooms. MS students will use the B floor restrooms.

ACADEMIC ELIGIBILITY REQUIREMENTS

Academic eligibility requirements are listed in the *Student Activities Code of Conduct* beginning on page 35 in this handbook.

AUTOMOBILES - BIKES - SKATEBOARDS

Students driving vehicles are cautioned to drive especially careful around the school because of the close proximity to the elementary school children. Students are not to park in designated faculty parking lots, church parking lot, or anywhere near the industrial arts building, except on the north side of A Street between Prospect Street and Carpenter Avenue. Therefore, students cannot park on Prospect Street between Hughitt and A Street. This area has to be kept clear for funerals at the church and school vehicles that are parked in front of the industrial arts building. Bikes are not to be parked in the faculty parking lot. For safety and liability reasons, students are not to ride skateboards or use roller skates on school grounds.

BEHAVIOR

A well ordered school is essential to learning. The faculty does not have time to spend on students who persist in misbehavior. Such students will be dismissed until a parent conference can be arranged.

BELL SCHEDULE

Permitting five minutes for classes to pass, the bells will ring at the beginning and end of the following time periods.

7:50 - 8:37	1 st Period
8:42 - 9:29	2 nd Period
9:34 - 10:00	Seminar
10:00 - 10:47	3 rd Period
10:52 - 11:39	4 th Period
11:39 - 12:14	Lunch
12:19 - 1:06	5 th Period
1:11 - 1:58	6 th Period
2:03 - 2:50	7 th Period

Seminar will be for the purpose of announcements, attendance procedures, communications, and elections. When necessary, and if possible, class meetings should be held during this period. No other meetings are to be held during seminar

without permission from the high school principal. Students are expected to be attentive during announcements. All students are to bring reading or study materials to seminar each day to be used once the business of the day is concluded. After announcements students will be allowed to proceed to another teacher if they have a pass from that other teacher obtained before seminar began. Seminar teachers will not issue a pass to another room or to the library (unless the purpose for going to the library is associated with the seminar teacher's class).

CHEATING

Any student involved in cheating (including plagiarism) on schoolwork shall receive a zero or an "F" grade on the work in question and faces possible detention, suspension or expulsion.

DRUGS – ALCOHOL - TOBACCO

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 this student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed healthcare provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the

inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, digital recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 10. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Notifying parents/guardians.
4. Temporary removal from the classroom.
5. Seizure of contraband.
6. Saturday School.
7. In-school suspension.
8. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
9. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
10. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, weapons, or other illegal conduct.

Permanent Expulsion

The Michigan School Code mandates the permanent expulsion, subject to possible reinstatement, of a student who, while on school property, school transportation, or at a school activity or event, possesses a dangerous weapon, commits an act of criminal sexual conduct or arson, or physically assaults a school employee, contractor or volunteer. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Further, the Michigan School Code mandates the suspension or expulsion for a time period as determined by the School Board or its designee for a student who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

ELEVATOR

The elevator is not to be used by the general student population. It is reserved for use by students and other persons with either a permanent or temporary disability and for school personnel for service purposes.

EMERGENCY DRILLS

The school is required to do 10 emergency drills annually, 5 fire drills, 2 tornado drills and 3 lockdown drills. All fire drills are timed. It is imperative that students move rapidly and carefully during a drill. They are not to slow down when outside the building, but are to keep moving away from the building so that the last students may easily continue rapidly until they are outside.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parents or legal guardian resides. Iron Mountain is a school of choice district. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a. An original birth certificate
- b. Court papers allocating parental rights and responsibilities, or custody if appropriate
- c. Proof of residency
- d. Proof of immunizations.

GENERAL CAMPUS BEHAVIOR

In order to maintain a safe and orderly learning environment, the following rules are to be observed by all students in the defined campus area. Failure to comply with these rules will result in disciplinary action.

- Skateboards are not permitted at school.
 - Water guns, play guns, and/or real guns are not permitted at school.
1. Running, pushing, and loud and/or boisterous activities are not permitted.
 2. Respect for other students, staff, school employees, and school property is expected. Students shall not write on walls, desks, or deface or destroy school property.
 3. Vulgar language or obscene gestures are not acceptable.
 4. During assembly or lyceum programs, students are to be attentive, courteous, and show proper respect by applauding in an appropriate and timely manner.
 5. Public demonstrations of affection (holding hands, etc.) are inappropriate in the school environment and are not condoned.
 6. Consumption of food and beverages is allowed only during seminar in designated areas such as the Izzo-Mariucci Center and classrooms, and prohibited in such places as hallways, stairwells, the auditorium, and the library. Proper disposal of wrappers and empty containers in designated eating areas is expected.
 7. Students are not to disturb classes in session or be in the halls when they are not scheduled for classes.

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a

student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Under no circumstances will the Iron Mountain Public School District threaten or retaliate against anyone who raises or files a harassment complaint.

Sexual Harassment

Sexual harassment has no place in school setting 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 related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal, Dean of Students, or to the guidance counselor.

HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining

membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Public Acts 111 and 112 of 2004 make hazing a 15-year, \$10,000 felony. Depending on the severity of the incident.

HONOR ROLL

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

4.00 GPA 3.75-3.99 GPA 3.50-3.74 GPA 3.00-3.49 GPA

LIBRARY - MEDIA CENTER

The library is to be used by classes and individuals for checking out books for home use, for using reference and research materials at the library tables, and for using computers for reference, research and other class work. Students who insist on talking or disturbing the quiet of the library will be deprived of their library privileges. The librarian and the assistants are available for rendering help in locating materials.

LOCKERS

Each student attending Iron Mountain High School will be assigned a locker in which to store coats and hats, textbooks, notebooks and other necessary school supplies. It is important that students realize that they are responsible for the condition of their locker--they are to be kept clean and neat, inside and out. However, the locker is on loan to the student and remains the property of Iron Mountain High School. All lockers must be locked at all times. The school is not responsible for missing items. Do not attempt to go to your locker after every class. Take enough books to last for half of the day. Students using lockers other than their own will be subject to disciplinary action.

DO NOT give your locker combination to any other students. During physical education classes and extracurricular activities, you should make sure all clothes and items are locked in your locker. Do not leave items lying on benches or on the floor in the locker rooms.

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with policy 5771. This may also include police and canine searches.

LOITERING

Students are not to enter the administration/music/gymnasium building unless on official business or participating in physical education or music classes.

LOST ARTICLES

The school assumes no responsibility for lost articles. Property which has been lost is

very difficult, if not impossible, to trace. Keep your locker locked at all times. Articles or materials of value can be left in the office and called for at any time. Students in a physical education class or any other athletic program must make sure their valuables are locked in their lockers.

LUNCH AND CAFETERIA RULES

LUNCH RULES

Students in grades 10-12 may leave campus or proceed to the cafeteria during lunch. Students in grades 7-9 are required to remain on campus for the entire school hour (11:39-12:14). School rules continue to apply to students who leave campus during the lunch period. The following rules shall be observed and abided by during lunch:

- Students in grades 10-12 leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students in grades 7-9 who stay in the school for lunch shall immediately proceed to the cafeteria or the Izzo Mariucci Commons Area. Students shall obey all cafeteria rules during lunch.
- If students in grades 10-12 are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students in grades 10-12 are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students in grades 7-9 shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and shall clean up after themselves.
- All students shall return to the school building on-time.

CAFETERIA RULES

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.

PASS SLIPS

When a student requests permission to see a teacher with whom he/she is not scheduled during that particular period, he/she must present a pass slip from the teacher he/she wishes to see (or who wishes to see him/her) to the teacher in charge. If a student does not have a free period, he/she must make arrangements to see the teacher before or after school. Students found forging pass slips will face disciplinary action.

PREGNANCY - TEEN PARENT POLICY

Remaining required coursework and method of completion of the work needed to obtain a high school diploma would be worked out between the student, counselor and principal.

SCHOOL EVACUATION

Each teacher has instructions for the procedure to follow should the high school building need to be evacuated, whether for a drill or an emergency.

TELEPHONE

A student will not be called out of a class for telephone calls or for meeting some person unless it is an emergency. All such requests must be made through the principal's office.

TORNADO WARNING OR CHEMICAL OR NUCLEAR ATTACK PROCEDURE

Each teacher will review the evacuation procedure for a tornado or nuclear attack with the students during the first week of school.

TRANSFERRING OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the school the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encourage to contact the school office for specific details.

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

TRANSFER STUDENTS

Any student transferring from another school for his senior year for reasons other than parents moving into the school district must meet the specific requirements for graduation of the school previously attended. Transfer students will be responsible for completing IMHS graduation requirements beginning at the class level at which they enter.

VISITORS

All visitors, including parents and siblings, are required report to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Student visitors are welcome at IMHS if they are not, at the time of their visit, absent from another school, and have received permission from the high school office at least one day in advance of their visit. All visitors must obtain a pass from the office to visit classes. Adult visitors are welcome at all times.

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

VOLUNTEER WORK OUTSIDE OF SCHOOL

Students that are requested to participate in activities outside the school during the regular school day must be currently passing all subjects that they are taking before being approved. This includes activities such as working for Special Olympics, Bloodmobile, and Community School activities.

WATER BOTTLES

Only students with documentation from a physician and/or permission from the principal's office may carry water bottles in school.

POLICIES

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
 - (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
 - (3) sign themselves in and out of school and may verify their own absences.
- NOTE: All attendance standards continue to apply;
- (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights must register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

REQUESTS FROM MILITARY OR INSTITUTES OF HIGHER LEARNING

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

BANNED DRUGS

The Department of Community Health shall periodically distribute to the District the list of banned drugs based on by-law 31.2.3 of the National Collegiate Athletic Association. The banned drugs fall into the following categories:

- Stimulants
- Anabolic Agents

Substances Banned for Specific Sports

Diuretics

Street Drugs

Peptide Hormones and Analogues

All the respective releasing factors of the above-mentioned substances are also banned.

For a complete listing of the drugs listed in each category, please contact the High School Office.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

COMPUTER USE

Use of the computers at the Iron Mountain Public Schools is a privilege, not a right. All students registered at Iron Mountain Public Schools will be given a network account and applications appropriate for their grade level and course selection. See attached Acceptable Use Policy for Electronic Resources for more information.

DRESS CODE

1. General Statement

The school is an institution that has, among its many objectives, the responsibility to prepare youth for proficiency and advancement in their chosen vocation. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Personal appearance is associated with habitual experiences and it is, therefore, necessary to expect reasonable rules and regulations in student dress to accomplish these objectives.

2. Guidelines

- A. Clothing (including accessories) must be appropriate. Clothing that has a negative effect on the atmosphere for learning in the school is not permitted. This includes, but is not limited to, wearing hats, sunglasses, bandannas, headbands,

- hoods, tank tops, and pajama pants; all of which are not permitted in school.
- B. Clothing must be clean, neat and must not endanger the health and safety of students. It must not be a distraction or engage the attention of others. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 - C. Apparel must be worn so that no under clothing shows when standing or sitting. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
 - D. Display of patches, pins, signs, mottoes, slogans on clothing that advertise gang affiliation, alcohol, drugs, sex, tobacco or a lack of patriotism is not permitted in school. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
 - E. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
 - F. Chains hanging from any clothing will not be permitted.
 - G. The length of shorts or skirts must be appropriate for the school environment. (Appropriate length is to the fingertips when standing with arms at side)
 - H. Appropriate footwear must be worn at all times.
 - I. All students are to remove hats before entering the building. If a student is wearing a hat in the building, they will be asked to relinquish possession of it immediately. If the student refuses to give up the hat, the student will be considered insubordinate and disciplinary action will be taken.
 - J. If there is any doubt about dress and appearance, the building principal will make the final decision. A student found wearing inappropriate clothing will call home for a change of clothes unless the clothing can be covered. If appropriate clothing cannot be brought to school the student will be referred to the "Clothes Closet" to pick out appropriate clothing. Time missed is unexcused.
 - K. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
 - L. Students in violation of the above rules should be sent to the principal for appropriate action.

DIRECTORY INFORMATION

The Board of education designates as student "directory information": a student's name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships or telephone numbers only for inclusion in school or PTO directories. Parents and adult students may refuse to allow the District to disclose any of all of such "directory information" upon written notification to the District within 10 days of the beginning of the school year.

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

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

GUIDELINES FOR SCHOOL SPONSORED DANCES

Because attendance at school-sponsored dances is a privilege the following rules must be followed:

1. Students that leave the building from the dance will not be permitted to reenter.

2. Students from other schools will not be permitted to enter IMHS dances without a Visitor Pass. The Visitor Pass must be obtained from the principal during a regular school day prior to the dance. A guest must be “age appropriate,” defined as not more than one year out of high school or the equivalent. Students are responsible for guest behavior and only one guest per student will be permitted.
3. No student who arrives later than forty-five minutes after the designated starting time (one hour for the prom) will be admitted to any school sponsored dance.
4. Any student attending a dance while under the influence of any drug or alcohol will be disciplined.
 - a. The student's parents or guardians will be immediately contacted.
 - b. Local law enforcement agency may be contacted.
 - c. A breath test may be administered.
 - d. Disciplinary action will include suspension and denial of the privilege of attending all future dances.
 - e. The student will be declared ineligible to participate in any extra-curricular or co-curricular activity for a period of one calendar year as stated in the *Student Activities Code of Conduct* in this handbook.

HEALTH SERVICES

In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- protect the school community from the spread of communicable disease;
- determine that each student's participation in physical education courses and related activities is not detrimental to his/her health;
- determine that the learning potential of each child is not lessened by a remediable physical disability.

The district shall specify the need for services which may include but are not limited to:

- students physical examinations;
- athlete physical examinations;
- dental examinations;
- visions screenings;
- audiometric screening

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked

by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

PARKING

Students may park their vehicles in the "B Street" lot between the hours of 7:00 AM and 10:00 PM. Vehicles must be parked between the painted lines, must be driven under the speed limit of 10 miles per hour, and must follow the designated driving pattern while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or

towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lot on Prospect and A Streets is for school staff, personnel, and others designated by administration. This lot MAY NOT be used by students at any time. Student vehicles parked in this lot may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

PERSONAL CURRICULUM

A Personal Curriculum (PC) is intended for a small percentage of students who seek to exceed the requirements of the MMC or for students with disabilities who need special accommodations or modifications. For more information on a PC contact Mr. Traber.

PROBLEM SOLVING PROCEDURE

It should be the expectation of students, parents, teachers and other staff members, administration and the board of education that all parties involved in the educational process are working towards the same goal: providing the best possible education for our students. As all parties work towards the attainment of that goal, it is also reasonable to expect that there will be disagreements and problems encountered along the way. If a problem does occur, there are certain steps that must be followed in attempting to resolve that problem:

The student and/or his/her parents should first discuss the problem with the person at the level where the problem occurred. For example: If a student disagrees with a

grade given in a class, he/she should discuss the grade with the teacher first. If the student does not receive satisfaction at that level, they can then appeal to the next level. After the teacher, the levels of appeal are, in order:

- a. Principal
- b. Superintendent
- c. Board of Education

The appeal shall be in writing to the school official within two school days of official notification of the disciplinary action to be taken. If the school official denies the appeal, the student and parent or guardian may appeal in writing to the next level within two school days of official notification of the school official's decision. If the next level denies the appeal, the student and parent or guardian may appeal in writing, within two school days of official notification of the next level's decision, to the Iron Mountain Public Schools Board of Education.

SATURDAY SCHOOL

As a means of deterring negative behavior, students may be assigned a session of detention which is held from 8:00 AM until 12:00 noon on a Saturday. The actual amount of time that a student must be in a Saturday School session will be determined by their offense. Students are expected to bring schoolwork with them to a Saturday School session and keep busy during the entire time they are scheduled.

A student who does not report for an assigned Saturday School will have their time doubled for the following Saturday. If a second Saturday School is skipped in the same semester, the student will be suspended from school the following Monday, however the students will be held in school for the day to make up the time that they owe.

A student who is assigned more than 4 hours of Saturday School in one week (Monday-Friday) will be assigned one day of In-School suspension in lieu of the Saturday School time.

SCHEDULE CHANGES

Once classes have been scheduled for the school year, any changes in a student's schedule usually results in an imbalance in numbers in at least one class. Whereas an imbalance in the number of students in any one class may not seem of significant importance, one schedule change usually leads to another, until there becomes a significant imbalance and the education of the student is put into jeopardy. Therefore, it is the intention of the administration and the guidance department to discourage schedule changes unless the change is in the best educational interest of the student.

The following policies and/or procedures will be enforced for schedule changes:

The first Friday after a trimester starts is the deadline for dropping a class without this drop being recorded on the CA60B Cumulative Record Form.

Whenever a student drops a class after the first Friday of the trimester, a W/(letter grade), such as W/A (withdrawal with a grade of A) or W/C (withdrawal with a grade of C), will be recorded on the CA60B Cumulative Record Form.

No student will be allowed to drop a class during the 2nd or 4th marking periods unless the building principal or his/her designee requests the drop, or the teacher of the class requests the drop and the building principal concurs, and the

student's parents or guardians approve of the drop.

The procedure for changing a schedule is as follows:

The student meets with the guidance counselor or an administrator to indicate a desire to change his/her schedule.

The guidance counselor or administrator will contact the parents or guardians and teacher(s) regarding the schedule change. The purpose is to determine the educational soundness of the requested schedule change.

If the parents or guardians cannot be reached or feel the request is unreasonable, the schedule change request will be denied.

STUDENT ASSISTANCE PROGRAM

The purpose of the Iron Mountain Public Schools Student Assistance Program is to enable students to develop sound, healthy lives. The program identifies students experiencing health, emotional, academic or behavioral problems. Teachers, counselors and other professionals within the school assist in providing support for students (and families) by directing them to qualified sources of help. The Student Assistance Program provides a means to help students with behaviors that may interfere with their academic and social growth. It is the philosophy of the program that each student's needs are unique and anyone may need some assistance from time to time. High school students should contact the guidance counselor.

TRANSPORTATION SERVICES

Transportation services will not be provided for field trips, co-curricular trips and some athletic events, when such trips extend within a 30-mile radius of Iron Mountain. This includes trips to the following school districts: Forest Park, North Dickinson, Norway, Florence, Niagara and Pembine. The Iron Mountain Schools may decide on a case-by-case basis to provide transportation services for some activities within such 30-mile radius based upon number of students participating, alternative transportation availability, safety of students, equipment needs and budgetary constraints.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school

property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

SUSPENSION AND EXPULSION

I. Dangerous Weapons

Possession of a Weapon

A weapon includes conventional object like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.

Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

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

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three inches long

- fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm.

Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointer, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

In regard to appeal, refer to "Problem Solving Procedure."

General Statement on Discipline and Conduct of Pupils

A. Basic Philosophy of Education

The Board of Education, Administration and Staff of the Iron Mountain City School District believe that education is a necessary part of preparation for adult life in the modern world. It is further believed that the school must develop a child to understand and interpret society and at the same time defend the well being of society as a whole by molding the child for acceptance of social responsibility. Considering the needs of society, it is believed that the school must never lose sight of the individual child, his/her needs and aspirations, and the development of his/her ability to meet new situations.

B. Basic Philosophy of Student Discipline and Control

In order to fulfill the statement of the Basic Philosophy of Education, a Philosophy of Student Discipline and Control must be in effect. Education without discipline of mind and body becomes chaos. Therefore, discipline will be defined as the control of conduct by the individual himself/herself or by external authority.

To guide the student so that he/she enhances the immediate efforts of teachers and other students in the learning situation and, therefore, does not threaten either the classroom or the instruction which is taking place.

To assist the student in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities. At least by the time he/she reaches high school age, it is expected that the student will assume personal responsibility for his/her own behavior. The school system has a responsibility to assist each individual student to assume more responsibility for his/her own actions as he/she matures and gains experience. Control through fear and restraint is dictatorial in nature, which only results in temporary measures.

The purpose of education is to develop self-control and self-discipline so it has a carry-over value for living in society. Therefore:

Discipline and control must be treated as an individual matter for each student. Each student must be dealt with as an individual according to his/her age and maturity, experience, abilities and interests, and values. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including: the student's image of himself/herself; his/her active participation in both the curricular and extra-curricular activities of the school; his/her motivation to learn; and the understanding and support he/she receives from his/her parents or guardians, teachers and other adults.

Since students are basically motivated to learn and to meet the standards of acceptable behavior, the role of teachers and other school employees should be one of guiding students in understanding, establishing and maintaining these acceptable behavioral standards.

Code of Student Conduct

A. Statement

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

B. Guidelines

Suspension and Expulsion defined:

"Suspension" means the temporary removal of a student from attendance in his/her regular class schedule because of persistent disobedience.

"Expulsion" means the permanent removal of a student for a major infraction or persistent disobedience.

When at all possible, the administration will provide disciplinary action that will avoid students missing classes. Such action may include, but is not limited to, the assigning of Saturday School.

Students may be suspended from school for no more than ten days for any specific or single infraction of rules or regulations covered in this code.

Except as stated under the Dangerous Weapons section on page 22, and in the case of arson or CSC, students may be expelled from school for no more than one semester for behavior that has accumulated during the school year when all previous efforts to build deterrents have failed.

Prior to this code becoming valid, the student must have received a copy of this code and a copy must be displayed in such a manner as will reasonably insure public knowledge of its existence and contents.

Under no circumstances should a student be suspended or expelled from school without due process having been followed. Parents or guardians must be informed whenever students are suspended or expelled.

Parents or guardians may be required to accompany the student to school for a conference with the principal prior to being reinstated after any suspension or expulsion.

Authority of the Board of Education as stated in the General School Laws

380.1311 (1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

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

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

(3) If an individual is expelled pursuant to subsection (2), the expelling school district shall enter on the individual's permanent record that he or she has been expelled pursuant to subsection (2). Except if a school district operates or participates cooperatively in an alternative education program appropriate for individuals expelled pursuant to subsection (2) and in its discretion admits the individual to that program, an individual expelled pursuant to subsection (2) is expelled from all public schools in this state and the officials of a school district shall not allow the individual to enroll in the school district unless the individual has been reinstated under subsection (5).

Grounds for Suspension

Harassment

Disrespect to staff.

Possession, use of, or under the influence of drugs, any type of mind altering substances, including but not limited to bath salts of any type, any form of synthetic marijuana, "herbal incense" or potpourri, regardless of whether the

substance is classified as a controlled substance, drug paraphernalia, inhalants, alcoholic beverages or LA or NA beer and possession or use of tobacco products (including chewing tobacco and tobacco imitations) during regular school hours of 7:00 a.m. to 3:30 p.m. or in a school setting. Students violating this provision at extracurricular activities may be restricted from future attendance at these activities.

Smoking or using tobacco products within one block of the school anytime between 7:00 a.m. and 3:30 p.m. This includes all area inside Carpenter from Hughitt to "C" Street; and Kimberly from Hughitt to "C" Street. Any school property is a tobacco-free zone at all times.

Insubordination.

Loitering on public property of what is considered campus or property under the jurisdiction of the school during the hours of 7:00 a.m. to 3:30 p.m.

Fighting on school property during regular school hours or at extra-curricular activities.

Stealing in school or in a school setting.

Truancy.

Using profanity in school or in a school setting.

Vandalizing school property.

Violating the dress code.

Cheating on tests or exams.

Failure to serve assigned detentions or Saturday School.

VI. Types of Suspensions

In-school: The student is confined to the suspension room located in the school office area from 7:50 until 2:50. The student is to bring their lunch with them or make arrangements for someone to bring their lunch to them. The student is to contact his/her teachers prior to the day they are serving an in-school suspension to get all work they will miss while on suspension. Absences from classes are treated as excused absences with the student able to make up all work missed as described under "Excused Absences".

A student who accumulates more than 4 hours of Saturday School in one week (Monday-Friday) will be assigned an In-School suspension in lieu of the Saturday School assigned.

Out-of-school: The student is prohibited from being on any school property on days of an out-of-school suspension. All absences during an out-of-school suspension will result in the following consequences:

1. The student may not participate in or attend any extra-curricular or co-curricular activities on the day(s) of out-of-school suspension(s).
2. All assignments made and/or due during the time of the suspension must be completed upon return to school. Test must also be made up and upon return to school. Assignments will be available in the HS office by 3:15 on the day of the suspension for a parent/friend to pick up. All assignments must be completed upon return.

Grounds for Expulsion

A student may be expelled from school for no longer than one trimester for continued violation of the code of conduct whenever suspension has proven to be ineffective as a deterrent of that behavior.

Among other violations, a student may be expelled from school for up to 180 school days under the dangerous weapons provision for making a bomb threat, for making a false bomb threat, for arson, for CSC, or for any other type of threat that threatens the safety and/or lives of students and/or staff.

Student Rights

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

Appeal Procedure

A. Appeals are to be submitted in writing along the following channels of authority:

1. Principal
2. Superintendent
3. Board of Education

Upon presentation of written request for appeal to the appropriate authority, punishment will be delayed until the appeal is heard. Refer to "Problem Solving Procedure."

CURRICULUM

COURSE OF STUDY

Prior to pre-enrollment each year, students will receive a Student Curriculum Book listing all subjects offered in the curriculum with a brief explanation of each. If additional information is needed, students are advised to request this information from a teacher presently teaching the subject, the counselor or principal.

CREDITS

A credit is defined as a subject pursued for five periods per week for two trimesters with a passing grade. Each student must take a minimum of 2.5 credits each semester. A minimum total of twenty-six (26) credits is required for graduation for the class of 2018, 27.5 credits in 2019, 28.5 credits in 2020, and 29.5 in 2021 and beyond.

DIPLOMA

A diploma will be granted to a student who has completed twelve trimesters of work, earned the required credits and has completed all of the required work. The Board of Education will grant an Honor Diploma to those students in the class of 2018 who earn 28 credits with a "B" average or better...29.5 credits for 2019, 30.5 credits for 2020 and 31.5 credits for 2021

EXAMS

All students will be required to take **trimester** exams. Seniors who do not have any

unexcused absences second **trimester** will be exempt from exams with the exception of English 12.

Students who are tardy for an exam will not be permitted to take their exam. The student will be required to explain in writing why they were late and make arrangements with the classroom teacher to reschedule the exam.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

GRADING SYSTEM

A = 93-100 B = 83-86 C = 73-76 D = 63-66
A- = 90-92 B- = 80-82 C- = 70-72 D- = 60-62
B+ = 87-89 C+ = 77-79 D+ = 67-69 F = Below 60 percent

GUIDANCE PROGRAM

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

Students are encouraged to take advantage of the services provided by the school's guidance counselor, whose responsibilities include, but are not limited to guide and counsel students through the development of educational and career plans, counsel individual students and groups of students, consult with teachers, staff, and parents regarding the needs of students, refer students with serious problems to appropriate community resources in consultation with the students' parents, coordinate, conduct and/or participate in activities that contribute to the education, emotional well-being and health of both students and staff, provide testing and interpretation of test results to students, parents and staff.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's

career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

MARKING PERIOD

The school year is divided into trimesters. The first two trimesters are 15 weeks in length with trimester 3 (FUTURES), being 6 weeks long.

NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE

Students must be aware that to be eligible to participate in Division I or Division II NCAA athletics, they must qualify academically under guidelines established by the NCAA Initial-Eligibility Clearinghouse.

For the most up-to-date information, go to www.ncaaclearinghouse.net

Students should confer with the guidance counselor or the high school principal regarding the NCAA Initial-Eligibility Clearinghouse requirements if the student considers participation in either Division I or Division II college athletics a possibility for them.

OUTSIDE CREDITS

Students who desire to earn high school credit from outside sources (community education, extension, correspondence) and are not taking advantage of the Postsecondary Enrollment Options Act (see below) must obtain written approval from the high school principal prior to enrollment in the courses. The following conditions will be considered prior to granting approval:

1. Student must be in his/her senior year.
2. Student must be enrolled full-time at Iron Mountain High School.
3. Student must need the credits to complete graduation requirements.
4. Student must establish that he/she is unable to schedule the course(s) at Iron Mountain High School.
5. Student must assume responsibility for all associated expenses.
6. If the requested courses are through community education, the principal will consult with the community education director and specify, in writing, which courses the student is to be enrolled in.

Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.

2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal. Approval will be based upon the following factors:

-Credit earned under this policy section shall be based on a "pass" grade.

-Computation of high school credit for post secondary institution coursework will be based on the following formula: 3 to 4 semester hours equals 1/2 unit of high school credit.

-Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.

-The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.

-Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the principal,
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks);
and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's graduations requirements but not toward grade point average, class rank, and eligibility for athletic and extracurricular activities.

POWERSCHOOL

Students and their parents can track grades and absences on-line by accessing PowerSchool. Contact the office to obtain password and login information.

REPORT CARDS

Report cards are distributed within two weeks following the end of semester. Students receiving incomplete or conditional grades must complete the work before the end of the following marking period of the current semester or the grade automatically becomes an "F". Circumstances may arise that call for additional time. In such cases, the high school principal should be contacted.

SEAT TIME WAIVER

A Seat Time Waiver may be an option for students who are facing circumstances which prevent them from attending school on a regular full-time basis. For more information please contact Mr. Traber.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students will take standardized tests as part of their school experience. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

TESTING PROGRAM

The following tests are given throughout the year to facilitate counseling and the scheduling of classes for students.

8	M-STEP	Spring
10	PSAT	Spring
11	SAT/NMSQT	Fall
	MME/ACT	Spring
	ASVAB	Fall
12	SAT (optional)	
11-12	Vocational Interest Inventory	

It is strongly recommended that juniors interested in college take the PSAT/NMSQT. The results can be useful in future planning and college selection. Scores on the ACT are used to determine those students who will be eligible for scholarship consideration sponsored by the Michigan Higher Education Assistance Authority. Virtually all schools of higher education require the American College Test or the Scholastic Aptitude Test (SAT). Make certain you are knowledgeable about the requirements of the college or university of your choice.

TESTING OUT

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter **as outlined below**. Any student wishing to Test Out must complete the "Student Request for Testing Out" form and return it to the Guidance Office no later than April 1st. All test-out exams will be scheduled during exam week either during Term 1 or Term 2. Students may also test out upon returning to school in the Fall, as having studied over the summer, or before school dismissal in the Spring, as having studied during PBL or other times as requested and correlated with the teacher involved. The paperwork for Testing Out will go through the Guidance office. The course instructor will be responsible for providing a textbook (if available), a class syllabus and framework for what is to be assessed. Students will be required to pick up materials from the specific teacher and when finished return all materials to the office. Request for materials does not constitute request of the test. Testing Out must be scheduled directly with the course instructor.

1. The student will be granted high school credit by attaining a grade of not less than 77% in the final examination in the course as determined by the State of Michigan Merit Curriculum Law 380.1279b.

- a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
- b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
- c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.

There may be other requirements beyond a final exam needed to demonstrate mastery of the subject matter. It is the student's responsibility to ask the teacher what those requirements are.

2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.

- a. The course teacher and Principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.

b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.

3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and *may* be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

TOP TEN PERCENT OF SENIOR CLASS

Selection Procedure

The Top Ten Percent of each year's senior class shall be selected from Iron Mountain High School students who:

1. Commence his/her academic career at IMHS not later than the fall semester of the student's junior year of high school.
2. Comply with all Iron Mountain School District criteria applicable to any other student who could be considered for the Top Ten Percent selection.

Students who transfer to the District after the established qualifying period of attendance at IMHS, whose cumulative grade point average falls within the range of the year's qualifying group, may be added to this group by approval of the high school principal.

VALEDICTORIAN/SALUTATORIAN

Selection Qualifications

A student who transfers into the District, or a student who by exercise of rights under the State of Michigan School of Choice Policy as adopted by the Dickinson/Iron Intermediate School District and the Iron Mountain Board of Education, shall not become valedictorian or salutatorian of their graduating class unless that student meets the following:

the student commences his/her academic career at IMHS not later than the fall semester of the student's junior year of high school.

the student complies with all Iron Mountain School District criteria applicable to any other student who could be the valedictorian or the salutatorian.

grade point averages will be calculated to three decimal places when determining valedictorian/salutatorian

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

ACADEMIC ELIGIBILITY

All students who participate in any extra-curricular or co-curricular activity must meet the standards of the Academic Eligibility Policy. Academic eligibility requirements are listed in the *Student Activities Code of Conduct*.

IRON MOUNTAIN HIGH SCHOOL HONOR SOCIETY

The Iron Mountain High School Honor Society was formed during the 1999-2000 school year. Each year junior and senior students will be selected for induction into the society. Scholarship, leadership, service and character are the criteria by which students are selected into the Iron Mountain High School Honor Society. Members are expected to maintain these standards or their membership status will be subject to review.

Procedure for Selection

1. All students in grades 11 and 12 with a GPA (rounded to the nearest hundredth) of at least 3.25 and one semester of attendance at IMHS are eligible.
2. Students who are eligible scholastically will be notified by letter that, to be considered further for selection into the Iron Mountain High School Honor Society, they must complete an application packet. The deadline for the return of the completed packet will be stated in the letter.
3. Once the packets have been collected, a selection committee comprised of high school administration and school board members will meet to review the application of each candidate. The committee will then make final selection for new inductees into the Iron Mountain High School Honor Society.
4. In the case of a student transferring into IMHS, a minimum of one semester of attendance is required to be considered for Iron Mountain High School Honor Society membership. The student's former school may be contacted.

Resignation and Disciplinary Procedure

All active members must maintain the standards by which they were selected and meet other obligations as determined by the Iron Mountain High School Honor Society.

Resignation

If a member of the Iron Mountain High School Honor Society feels that he/she is not upholding the standards by which he/she was selected, that member may, at any time, resign from membership in the Iron Mountain High School Honor Society.

Disciplinary Procedure

If a member's GPA falls below 3.25, the selection committee will meet to decide on a disciplinary procedure. GPA will be determined at the end of each semester.

In the case of flagrant violation of school rules or civil laws, the selection committee will convene to discuss the case and decide on a disciplinary procedure.

The chapter advisor and the principal reserve the right to make inquiries into unsubstantiated facts concerning a member's actions.

If it is determined that the selection committee will meet to discuss a member's actions, the member will be afforded rights of due process as they pertain to any other disciplinary action.

A member who faces disciplinary action will be given the opportunity to address the selection committee regarding their infraction before they are subjected to disciplinary procedures.

A member who is dismissed or resigns may never again be an Iron Mountain High School Honor Society member.

CLUBS

General Statement

It is highly recommended that every student become a member of at least one club while in high school. Students should not wait to be asked and should not join a club just because their best friend chooses to do so. Students should make sure that they get involved with the program that will give them the most enjoyment. New clubs are also encouraged. Student groups interested in forming clubs and organizations should discuss the possibilities with teachers and the principal. After the idea has been developed, the Student Council must approve the club constitution before it can be a legal school unit. A student may hold only one major office per school year.

Student Council

The Student Council is a student government organization set up to deal with any student problems and to encourage cooperation, understanding, and good citizenship among students. Students interested in the student council must write an essay of intent. Each class (next year's seniors, juniors, and sophomores) then votes on the top seven essays in their class and next year's freshmen class votes on the top six essays from their class. After nomination to Student Council, class officers (president, vice president, secretary/treasurer) and the Student Council Executive Board (president, vice president, treasurer, publicist, and two school board reps) will be chosen from the Council by the reps of each grade on the Council. The duties of the representatives are to make reports to their classmates and to bring before the Council any questions or problems which the students they represent might have. All Council reps are expected to carry out assignments, give part of their time, and participate in all Council activities.

The following clubs are currently active at Iron Mountain High School:

Art Club	IMHS Honor Society
Dance Club	Key Club
Environmental Club	Student Council
Foreign Language Club	Tri-Hi-Y
Future Teachers Club	Science Olympiad
High School Bowl	Student Council

Non-school sponsored clubs and activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

FRESHMAN - SOPHOMORE - JUNIOR - SENIOR

FRESHMAN CLASS

The Freshman class seeks to promote a feeling of unity and cooperation among its members. This will benefit them throughout their high school years. The major activities of the class include hall decorating for homecoming.

SOPHOMORE CLASS

The Sophomore Class seeks to develop an attitude of friendship and cooperation among its members. Its major activities are to decorate halls for homecoming.

JUNIOR CLASS

A student's Junior year is one of many activities, including hall decorating for homecoming, fundraising through such events as the Junior Luncheon and the Junior Carnival, and sponsoring and preparing for such events as the Junior/Senior Prom.

SENIOR CLASS

Entering his/her senior year, a student must realize that this will be a year of added responsibilities and obligations. They are now THE UPPERCLASSMEN of Iron Mountain Senior High School and, as such, will be looked up to by many, criticized by some, and be evaluated by parents, teachers, prospective employers, and college entrance boards. This is the student's last year to make a favorable record of achievement. Seniors should consider the following responsibilities:

Your parents want to be proud of you. It is your obligation to do your best in your studies, be fair to those around you who love and respect you and, above all, be the kind of person Mom and Dad can proudly speak of.

Your teachers are here to help you in your senior year. Be willing to seek them out for their help. However, also be willing to do your part. If you have study

problems, do not wait until the last minute to see your teacher. If you have personal problems, see your favorite teacher or the counselor. Seek the advice of your principal; she is here to help you. Be fair to your instructors. If work is required of you, get it done. If you don't, do not expect the instructor to make concessions for you.

You are now number one in the eyes of the underclassmen. The impressions you make on these younger people will affect their attitude and behavior that, no doubt, will be carried into their later years.

ATHLETICS

Iron Mountain High School athletic teams are nicknamed "Mountaineers" and our school colors are Black & Gold. We compete in the Mid-Peninsula Conference and in class "C" or "CC" for state sponsored athletic events. Other members of the Mid-Peninsula Conference are Gwinn (Model Towners), Ishpeming (Hematites), Manistique (Emeralds), Negaunee (Miners), and Westwood (Patriots).

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

To retain athletic eligibility, an athlete must have passed 2 semester hours of academic coursework in the trimester preceding his or her athletic eligibility and must have passed 2 trimester hours of academic coursework in the week preceding his or her athletic eligibility.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be

issued and students must not be allowed to tryout or practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and

STUDENT ACTIVITIES CODE OF CONDUCT

Adopted: 12/8/97

Revised 9/22/98, 8/9/99, 6/27/01

This Student Activities Code of Conduct is established in the best interest of both the student and the school. It is desired and expected that any student involved in any extra-curricular or co-curricular activity will represent himself/herself and the school in a fashion that brings credit to the student, their parents or guardians, and the school. Any student who complies with this Student Activities Code of Conduct clearly demonstrates his/her desire to dedicate himself/herself to self-improvement as well as to enhancing the best interest of the activity they are involved in and their fellow participants, parents, and school.

It is the responsibility of the student and their parents or guardians to understand the code and the penalties associated with violations of the code. This Student Activities Code of Conduct will be observed by a student involved in any extra-curricular or co-curricular activity for as long as they are a student in the Iron Mountain Public School District.

I. DEFINITIONS

A. Extra-curricular activity

Any school sponsored activity outside of the academic program and not associated with the academic program. This would include, but is not limited to, such activities as all athletics, Fishers of Men Club, Hi-Y, Key Club, S.A.D.D., Student Council, Tri-Hi-Y, and Varsity Club. Also included are trips and field trips associated with such activities.

B. Co-curricular activity

Any school sponsored activity outside of the academic program, but associated with the academic program. This would include, but is not limited to, such activities as Art Club, Computer Club, Dramatics, Future Teachers, High School Bowl, Industrial Arts Club, IMHS Honor Society, Spanish Club and Youth in Government. Also included are trips and field trips associated with such activities.

Student Activities Committee

The committee responsible for implementation and evaluation of the Student Activities Code of Conduct, and for determination of discipline measures for

alleged code violations. Members of the committee are the building principal and assistant principal, counselor, two of the building teachers, and the athletic director. Others invited to attend the committee meeting may include two of the student's classroom teachers and all advisors or coaches of the activities the student is participating in.

Eligibility

Eligibility is the ability to participate in scheduled events, such as field trips, games, matches, etc. as determined by this policy and the advisor or coach. Scheduled events do not include regularly scheduled meetings or practices, scrimmages, fundraising activities or dances. In athletics, tournaments are considered part of the scheduled events.

Class

Class, as used to define academic eligibility, refers to the course offerings listed in the Student Curriculum Book.

II. CONDUCT

A student participating in any extra-curricular or co-curricular activity will refrain from any habits and/or conduct that would reflect unfavorably upon him/her or Iron Mountain Public Schools. These include, but are not limited to: drinking or possession of alcoholic beverages or non-alcoholic (N/A) beers; attempted minor in possession (MIP); use or possession of a controlled substance, including tobacco products; conviction of a criminal charge; insubordination to his/her teacher, coach, advisor, chaperon or other supervisor; use or possession of any type of steroid; any conduct which casts a negative reflection on the student, the school sponsored activity they are involved in, or the school.

If the administration is convinced on a preponderance of the evidence that a student has violated the code of conduct or committed a criminal act, appropriate disciplinary action will be taken.

III. APPEARANCE

The advisor or coach of an extra-curricular or co-curricular activity has the right to expect students involved in their activity to present a public appearance which reflects favorably upon the student and the school, to establish rules of student appearance (including a dress code, if desired), and to establish disciplinary measures to enforce student adherence to those rules.

IV. ACADEMIC ELIGIBILITY

Previous Semester Record

No student shall participate in any extra-curricular or co-curricular activity or compete in any athletic contest during any semester if he or she does not have to his or her credit on the books of the school represented, at least 66% of the credit hours of class work for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student entering the ninth grade for the first time, except those who had eligibility advanced under regulation III, Section 2 (C) of the Michigan High School

Athletic Association (MHSAA), may compete without reference to his/her record in the eighth grade.

In determining the number of hours of credit received during a semester under this section, the usual credit allowed by the school in academic courses shall be given. Credit for student assisting and study credit will not be considered. Reviews and extra-curricular work, and work for which credit previously has been received, shall not be counted.

Deficiencies of the previous trimester (not current trimester), including incompletes, conditions, and failures from a previous semester may be made up during a subsequent trimester, summer session, night school, by correspondence or by tutoring. Eligibility may be reinstated during the next trimester when the school accepts the credit.

If a student transfers into the Iron Mountain Public Schools from another school district and has completed at least one trimester of school in grades nine (9) through twelve (12) at the sending school, his/her eligibility will be based on the academic eligibility policy of the school he/she transferred from and the rules and regulations of the MHSAA.

B. Current Semester Record

Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least 66% of the credit hours of class work when checked, that student is ineligible for participation until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66% of the credit hours of class work, that student is ineligible for participation for not less than the next Monday through Sunday, and so on until the student is passing 66% of the credit hours of class work from the start of the semester through the most recent eligibility check.

V. STUDENT PARTICIPATION

A student who is absent from school on the afternoon of an activity is ineligible to participate in the activity that afternoon or evening. To be eligible to participate, the student must be in school by 12:30 and remain in school or at the activity for the remainder of the school day. When the team bus is scheduled for departure during the lunch period, all student athletes must be in school for their fourth hour class to be eligible to participate. Only the principal can waive this and only in emergency situations will this rule be waived. If a student does not attend school after 12:30 (or fourth hour in the case of a lunch hour departure) but participates in an extra-curricular or co-curricular event that afternoon or evening, the student will be declared ineligible for the next event in the extra-curricular or co-curricular activity. If there are no further events for that activity, the student will be ineligible for the next event in any other extra-curricular or co-curricular activity they are or will be involved in.

In athletics, Iron Mountain High School will comply with all MHSAA regulations.

Any student that quits an extra-curricular or co-curricular activity in which school equipment has been issued to the student must notify the advisor or head coach within forty-eight (48) hours. All equipment that was issued must be turned in by

this time. Failure of the student to do so may result in a Student Activities Code of Conduct violation.

VI. ADULT PARTICIPATION

Parents and other community members are encouraged to support Iron Mountain extracurricular and co-curricular activities as spectators, fans, and volunteers. However, no parent or other community member may serve as an advisor or a coach of any extra-curricular or co-curricular activity unless they are officially hired by the Iron Mountain School District.

VII. STUDENT ACTIVITIES CODE OF CONDUCT VIOLATION POLICY AND PROCEDURES

A. The Student Activities Code of Conduct is in effect all year long (including summer months), not just during the duration of the activity. Any student in violation of the code while not involved in an activity will carry the resulting disciplinary measures into the next activity (or all concurrent activities if the student participates in more than one activity). The student must remain a continuous participant in at least one of the activities that they have been disciplined in for the duration of the activity.

Example: A student commits a violation of the code during the summer. They subsequently participate in football and Key Club. Any disciplinary measures that result from the violation will be carried into the football season and any activities (excluding meetings) that the Key Club members are to participate in. If the student quits both football and Key Club before those activities are concluded, they will be considered to have not fulfilled the disciplinary measures and the discipline will carry over to the next activity (or activities, if the student participates in more than one).

B. If a student begins participation in an extra-curricular or co-curricular activity after the activity has begun, they must serve the discipline assigned for any Student Activities Code of Conduct violation in that activity. However, if the student had not been a participant in another extra-curricular or co-curricular from the beginning of that activity when they joined the new activity and served the discipline assigned for the violation, then the discipline will carry over to the next activity (or activities) that the student will participate in.

Example: Two students with violations join the Key Club after the first meeting of the year. Student A is not participating in any other activity at the time they join the Key Club, while student B has been a member of the Spanish Club from the first meeting date. Both students must serve whatever discipline measures were assigned for their violations. As long as student B remains a member of the Spanish Club for the entire year, he/she will have served their discipline requirements. Student A, on the other hand, will carry the discipline measures into the next activity they become a participant in, and they must join that activity at the beginning of the activity or they will still not have fulfilled the discipline measures.

Because of the infrequency of scheduled events in most extra-curricular and

co-curricular activities, a student serving discipline for a violation of this code must attend all meetings or practices for the activities that they are participating in. In boys and girls golf and tennis, the student must also participate in 75% of scheduled contests.

The violation of the Student Activities Code of Conduct must be verified by the building principal or assistant principal or, in the case of athletics, the athletic director.

A student suspected of a violation of the Student Activities Code of Conduct or MHSAA regulations will be subject to the following procedure:

The student will be notified in writing by the principal or athletic director of the alleged code violation.

A copy of the alleged code violation will be sent home to the parents or guardians of the student.

The principal or athletic director will meet with the student and parent or guardian to discuss the alleged violation.

The principal or athletic director will make a decision regarding whether or not the student is to be disciplined and what the disciplinary measures will be.

The student and parent or guardian will be notified, in writing, of the decision and of the disciplinary measures.

If the school district is aware that an incoming transfer student is under disciplinary action from the sending school or has allegedly committed a violation of this code within the last calendar year, it will be the policy of this district to honor the disciplinary action or review the alleged violation, subject to the principal's or athletic director's right to review and amend the sending district's penalty so as to conform to the spirit and intent of this code.

VIII. PENALTIES FOR VIOLATIONS OF THE STUDENT ACTIVITIES CODE OF CONDUCT

First offense:

The student will be ineligible for twenty-five (25) percent of both:

Any athletic activities they are participating in. If there are fewer than 25% of the activities remaining in that sport's season, or the student is not participating in an athletic activity at the time of the infraction, the ineligibility will carry over to the next athletic activity the student participates in so that the combined total percentage of all athletic events missed by the student is as close to a total of 25% as possible.

Any other extra-curricular or co-curricular activities they are participating in. If no single non-athletic extra-curricular or co-curricular activity that the student is participating in has enough activities remaining in the school year, or the student is not participating in any non-athletic extra-curricular or co-curricular activity at the time of the infraction, the ineligibility will carry over to the next non-athletic extra-curricular or co-curricular activities the student participates in the next school year so that the combined total percentage of all non-athletic extra-curricular or

co-curricular events missed by the student is as close to 25% as possible. No service related activity is to be included in the activities the student is ineligible for.

If a student turns himself or herself in, or the student's parent or guardian turns him/her in they will not lose any eligibility. This will not apply if the student has been turned in or charged with a violation of this code by a school employee or police. A student may take advantage of the terms of this section only once while in grades nine (9) through twelve (12).

Second offense

The student will be ineligible for 25% of all extra-curricular or co-curricular activity for 365 days from the date of the second offense. No service related activity is to be included in the activities the student is ineligible for.

Third offense

The student will be ineligible to participate in any extra-curricular or co-curricular activity for 365 days from the date of the third offense.

Any student who is on a school sponsored activity, attending a school activity, or on any school property or equipment owned or rented or leased by the school (such as buses or vans) and is found guilty of a drug or alcohol violation or a violation deemed serious by the administration will be ineligible for all extra-curricular and co-curricular activities for a period of 365 days.

If a student and/or their parent or guardian has made any type of payment or down payment toward any type of trip or activity and the student is deemed ineligible to attend this activity, the student and/or parent or guardian loses all money paid and, depending upon any contract entered into with a third party, may be responsible for further payments.

IX. RIGHT OF APPEAL

The student and parent or guardians have the right to appeal the decision of the principal or athletic director regarding disciplinary actions.

A. Athletics:

The appeal shall be in writing to the principal within two school days of official notification of the disciplinary action to be taken. If the principal denies the appeal, the student and parent or guardian may appeal in writing to the district superintendent within two school days of official notification of the principal's decision. If the superintendent denies the appeal, the student and parent or guardian may appeal in writing, within two school days of official notification of the superintendent's decision, to the Iron Mountain Public Schools Board of Education. During the period of time between receipt of the student's and parent's or guardian's written request for appeal and the appeals meeting, the student will remain eligible. An exception to the right to participation pending the results of an appeal would be if the student is ineligible under the rules and regulations of the MHSAA.

B. All other extra-curricular and co-curricular activities:

The appeal shall be in writing to the district superintendent within two school days of official notification of the disciplinary action to be taken. If the

superintendent denies the appeal, the student and parent or guardian may appeal in writing, within two school days of official notification of the superintendent's decision, to the Iron Mountain Public Schools Board of Education. During the period of time between receipt of the student's and parent's or guardian's written request for appeal and the appeals meeting, the student will maintain his/her eligibility.

X. RULES OF INDIVIDUAL ACTIVITIES

The rules of all extra-curricular and co-curricular teams, organizations or clubs shall be limited by the specific and expressed terms of this Student Activities Code of Conduct.

STUDENT ACTIVITIES CODE OF CONDUCT REINSTATEMENT PROGRAM

Adopted: 7/13/98

The Board of Education has established the Student Activities Code of Conduct Reinstatement Program for students who apply and are accepted into the program on the agreement that they voluntarily agree to all terms and conditions of the program. By participating in the reinstatement program, students may alleviate some of the penalties that they have earned due to their violation of the Student Activities Code of Conduct.

Only students who have been found in violation of the Student Activities Code of Conduct and are subject to the penalties as described in Part VIII (Penalties for Violations of the Student Activities Code of Conduct), under C (Third Offense) or under D (school related activity or school property violations), are eligible to apply for the reinstatement program.

The penalties imposed by the Student Activities Code of Conduct Reinstatement Program shall be:

First Offenders penalized under Section VIII, Part C of the Student Activities Code of Conduct must perform 80 hours of school service work and will be penalized according to section VIII, Part A of the Student Activities Code of Conduct. That penalty is:

1. The student will be ineligible for twenty-five (25) percent of the scheduled events of each extra-curricular or co-curricular activity they are in or, if not presently participating, will be participating in.

Third Offenders must perform 80 hours of school service work and will be ineligible for twenty-five (25) percent of the scheduled events of each extra-curricular or co-curricular activity they are or, if not presently participating, will be participating in.

The high school principal shall administer this program for the board. The student shall make application to the program through the high school principal who will decide by the application and the student's individual Student Activities Code of

Conduct Reinstatement Development Plan if they qualify to participate in the reinstatement program.

To participate in the Student Activities Code of Conduct Reinstatement Program a student must:

make written application to the high school principal using the Application for Admittance into the Student Activities Code of Conduct Reinstatement Program. On this application the student must acknowledge their violation and how, by participating in the reinstatement program, they hope to make amends to their school district. The application must be received within two (2) days of the student receiving notification of suspension from the activities covered in the Student Activities Code of Conduct.

meet with the high school principal to work out a schedule that the principal feels is necessary to complete the 80 reinstatement hours. In the estimation of the principal, if the student will not be available enough to make up the 80 hours, the student will not qualify for entrance into the reinstatement program. The student must complete the 80 reinstatement hours within eighteen (18) weeks of the approved work schedule.

sign their individual Student Activities Code of Conduct Reinstatement Development Plan, voluntarily agreeing to all terms and conditions of their individual plan.

Conditions agreed to upon signing the Student Activities Code of Conduct Reinstatement Development Plan:

1. All reinstatement work dates and hours scheduled to work must be part of a planned work schedule necessary to work off the 80 reinstatement hours. This plan may be altered only by the high school principal.
2. All reinstatement work must be pre-approved by the high school principal:
 - A. Work selected can be from a pre-approved list of the principal.
 - B. Work selected can also be non-list tasks as long as the principal pre-approves such work.
 - C. Community service work may qualify but must be pre-approved by the principal and this work will be done on behalf of the school district.

All reinstatement work must be supervised by the principal or principal-approved monitor.

All reinstatement work must be written down on a log sheet each time reinstatement work is performed. This log sheet will have the date, time worked, and signature of the monitor verifying the log. These logs must be turned in to the principal or his designee on a regular basis as determined by the principal.

Any tardiness or absence from the work schedule plan must be approved by the principal in advance. In the event of an emergency, illness, or justifiable extenuating circumstance, a written statement that explains the tardiness or absence must be presented to the principal within twenty-four (24) hours of the tardiness or absence for the principal's approval or the principal may terminate the reinstatement program for that student.

In the event that 25% of the student's present event(s) are not available for

suspension purposes, the suspension shall carry over to the student's next scheduled event(s) until a combination of 25% of suspension time is satisfied between the two periods.

A student who fails to complete the terms and conditions of his/her individual Student Activities Code of Conduct Reinstatement Development Plan as determined by the principal will:

revert back to their original penalty for their violation as determined by Section VIII of the Student Activities Code of Conduct.

be barred from participating in graduation ceremonies.

be barred from participating in any school dance.

A student who is prevented from fulfilling the terms and conditions of his/her individual Student Activities Code of Conduct Reinstatement Development Plan due to circumstances beyond their control may appeal to the principal and, upon a successful appeal, not be subject to the penalties described in this section.

8. The student must sign a statement agreeing to all the terms and conditions of their individual Student Activities Code of Conduct Reinstatement Development Plan.
9. The student must sign a statement agreeing to irrevocably waive their rights to any further appeals of their violation or penalty whether or not their participation in the Student Activities Code of Conduct Reinstatement Program is successful on their behalf.
10. The student's parent or guardian must sign a statement stating that they have read their student's individual Student Activities Code of Conduct Reinstatement Development Plan and that they also agree to all of the terms and conditions of the plan.

District 504 and Title IX Officer

The 504/ADA and Title IX Compliance Officer for Iron Mountain Public Schools is:

Mr. Jerome Sardina, Superintendent
217 Izzo-Mariucci Way
Iron Mountain, MI 49801.
906-779-2600.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Equal Opportunity/Nondiscrimination Statement

The Iron Mountain School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Mr. Jerome Sardina, Superintendent
217 Izzo-Mariucci Way
Iron Mountain, MI 49801
(906) 779-2600

The School District's complaint procedure may be obtained from Laura Hagan, Administrative Assistant: haganl@imschools.org

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

The Iron Mountain City Schools District Board of Education complies with the federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Iron Mountain City Schools District Board of Education that no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

