

Manchester High School  
Student/Parent Handbook  
2018-2019



**SCHOOL SONG**

Go our school we are for you  
Just as long as skies are blue  
Go on to victory for MHS and Maroon and Gold  
Show your school that you are there  
We are the team that's always fair Fight, fight with all our  
might  
Manchester High!!

# **Manchester High School**

20500 Dutch Drive  
Manchester, MI 48158

**"Educational Excellence in a Caring Community"**

High School Number..... 428-7333  
HS Principal.....#1102  
High School Secretary.....#1100  
High School/Athletic secretary .....#1101  
High School Counselor Grades 9 - 12.....#1106  
Middle School Counselor Grades 7 & 8.....#1341  
Athletic Director/Assistant Principi..... #1145

### **Manchester Community Schools Board of Education**

Chris Fegan	President
Mike Austin	Vice President
Rebecca Harvey	Secretary
Tom Mann	Treasurer
Kim Blumenstein	Trustee
Jeremy Koch	Trustee
Karen Rothfuss	Trustee

### **Manchester Jr./Sr. High School Administration**

Eric McCalla	Principal
Lavell Blanchard	Assistant Principal/Athletic Director

### **Manchester Community Schools Vision Statement**

“Educational Excellence in a Caring Community”

### **Manchester Community Schools Purpose Statement**

“Manchester Students are provided the stepping stones for success.”

## **SECTION I: ACADEMICS**

### **CREDITS - OVERVIEW**

- 1) All courses meeting daily for the school year will earn one credit, if student progress is a D- or higher. Courses that meet for one semester will earn  $\frac{1}{2}$  credit.
- 2) Career and Technical courses taught through the South and West Washtenaw Consortium will receive comparable credit for a class taught in Manchester: e.g. vocational courses occupying a three-hour block of time earn three credits.
- 3) Middle school students who take high school classes will earn  $\frac{1}{2}$  credit for each semester if they pass with a D- or higher. High school credits earned while in middle school will NOT count toward a student's high school GPA.

### **CREDITS FROM STUDENTS ATTENDING A HOME-BASED SCHOOL PROGRAM**

Because it is up to local school districts to accept or deny credit from transfer students, the following procedure will be used in determining acceptance or denial of credit for those students transferring from a home-based school program. A two-step process will be used:

- 1) The student must present evidence of the curriculum covered in each course. If this curriculum is aligned to the Common Core Curriculum and High School Content Expectations, as determined by high school counselor and/or the high school principal, then credit will be granted. If the material presented is not aligned or if the student is not able to comply with this stipulation, then:
- 2) The student will be given a comprehensive test covering the material for the course or courses for which the student seeks credit. If the grade is 75%, credit will be granted. This procedure provides a process for the granting of transfer credit in order to assure that students have been exposed to Michigan's Merit Curriculum.

## CREDIT FROM OUTSIDE INSTITUTIONS

MHS students may take classes from outside educational sources or other accredited high schools for the following reasons:

- 1) If they have failed a corresponding class at MHS;
- 2) If they are in need of credits for graduation;
- 3) If they wish to take a course not offered at MHS;
- 4) If there is a schedule conflict at MHS or the course is not available.

Students at Manchester High will be allowed take make-up or enrichment credits from outside educational sources to be applied toward graduation requirements. Manchester High School currently uses Edgenuity and Michigan Virtual High School as outside educational institutions.

Students who make up credit through outside institutions will receive a "P" on their transcript, indicating that they have passed the class. The failing grade will remain on the student's transcript for the semester in which they failed the class. The student will receive credit, but the make-up course will not be incorporated into their unweighted GPA.

Students who earn credit for enrichment courses will receive the grade for the course on their transcript. The student will receive credit and the enrichment course will be incorporated into their GPA.

## DUAL ENROLLMENT

Students who have demonstrated proficiency in Reading, Writing, Mathematics, Science and/or Social Studies may enroll in college classes. The student will be responsible for books, some fees, and transportation. The district will pay part of the tuition for the class, depending on the overall cost of the class.

School districts are required to pay the lesser of:

- a. The actual charge for tuition, mandatory course fees, materials fees and registration fees; OR
- b. That state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

Consult college schedule books for Fall/Winter schedules well in advance of enrollment. Plan to meet with a Counselor and/or Advisor at the college/university to help make proper choices in classes.

Students must designate, in advance of enrolling in the college course, whether they'd like to take the college course for high school credit only, college credit only or both high school and college credit. Courses designated for college credit only will not be included on the student's MHS transcript, or included in high school GPA and/or class rank. Courses designated to be used as high school credit will be incorporated into the student's unweighted GPA.

1. One credit semester college course counts for  $\frac{1}{2}$  credit in high school.
2. Students must take at least two college credit hours to justify release and travel time to qualify for MHS dual enrollment.
3. Students can take up to ten college courses throughout their high school career.
4. Students can qualify for dual enrollment by taking one of the following assessments: ACT, Accuplacer, SAT.
5. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
6. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
7. The district participates in dual enrollment for fall and spring semesters only.
8. Students must show proof of passing 1<sup>st</sup> semester college course in order to be eligible to for 2<sup>nd</sup> semester dual enrollment.

## **GRADE POINT AVERAGES (GPAs)**

Manchester High School will calculate a weighted and un-weighted GPA at the end of every semester. The weighted GPA will be used for Valedictorian/Salutatorian honors and class rank after eight semesters. All GPAs reported to colleges will be un-weighted.

Each teacher has developed a grading system for his or her classes. These systems can take into account, but not be limited to, examinations and tests, quizzes, reports, term papers and projects, essays, daily assignments, class participation and attendance.

Grade	Regular Class	Honors Class	AP Class
A+	4.35	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.35	3.85	4.35
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.35	2.85	3.35
C	2.0	2.5	3.0
C-	1.7	1.7	1.7
D+	1.35	1.35	1.35
D	1.0	1.0	1.0
D-	0.7	0.7	0.7
F	0	0	0

## GRADING SYSTEMS

Weighted Grading System for Honors Classes:

1. Add 1 point to an A, B, or C in an Advanced Placement class
2. Add  $\frac{1}{2}$  point to an A, B, or C in an Honors class
3. Independent Study course are graded on a Pass/Fail basis and are not included in the student's GPA.

A+ = 100.5 – 200%

C+ = 76.50 – 79.49%

A = 92.50 – 100.49%

C = 72.50 – 76.49%

A- = 89.50 – 92.49%

C- = 69.50 – 72.49%

B+ = 86.50 – 89.49%

D+ = 66.50 – 69.49%

B = 82.50 – 86.49%

D = 62.50 – 66.49%

B- = 79.50 – 82.49%

D- = 59.50 – 62.49%

**F = 0 - 59.49%**

## **TRANSFER CREDITS**

Students transferring from other accredited high schools will receive comparable credit at Manchester High School. The transfer grades will be included when computing the student's GPA at MHS. Advanced Placement (AP) listed as a C or better on the transferring transcript will be granted weighted GPA points. Pre-Advanced Placement Courses or Honors courses listed as a C or better on the transferring transcript will be granted weighted GPA points, only if Manchester offers the class. All other courses from the transferring transcript will be granted un-weighted GPA points.

Students who transfer to MHS from schools that have less than seven period days will have the total number of credits required for graduation reduced by one credit per year for each class less than seven that their previous schools offered.

## **FINAL EXAMS**

Students are expected to take exams during the specified exam time. Students who are absent during the exam period will automatically be issued a zero for the exam. If the absence is excused, the student will be permitted to make up the exam during the Make Up Testing Window. Once the exam is graded by the teacher, the zero will be changed.

Students who have an extenuating circumstance (extended illness, medical issue, etc.) will need to contact the building principal in order to request additional time for make-up exams.

The only exception to this rule will be for extenuating circumstances such as hospitalization, death in immediate family, etc., which will be determined by the Principal. Knowledge of grading criteria early in the semester can alleviate questions about grades received on report cards. Faculty members share a responsibility to ensure that their individual grading systems are fair, equitable, and clearly defined to all students.

Grades issued at mid-semester are progress grades, not final grades. Each nine week marking period grade will be twice the value of the final exam. Semester calculations are based on the two marking periods (40% each) and the final exam (20%).



## MAKE UP TESTING WINDOWS 2018-2019:

### 1st Semester Make- Up Exam Testing Window:

- Friday, January 25, 2019 – 12:00 p.m. – 5:00 p.m. (300 minutes)
- Monday, January 28, 2019 – 3:00 p.m. – 6:20 p.m. (200 minutes)
- Tuesday, January 29, 2019 - 3:00 p.m. – 6:20 p.m. (200 minutes)

*\*Any student who takes exams after the Make UP Testing Window will not have their GPA/class rank updated until the end of the second semester.*

### 2nd Semester Make-Up Exam Testing Window:

#### Seniors ONLY

- Monday, May 20, 2019 - 8:00 a.m. – 2:40 p.m. (400 minutes)
- Tuesday, May 21, 2019 - 8:00 a.m. – 2:40 p.m. (400 minutes)

*\*Any student who takes exams after the Make UP Testing Window will not be included in class rank for the graduation ceremony.*

#### 9th through 11th Grade

- Friday, June 14, 2019– 12:00 p.m. – 3:20 p.m. (200 minutes)
- Monday, June 17, 2019 – 8:00 a.m. – 2:40 p.m. (400 minutes)
- Tuesday, June 18, 2019 - 8:00 a.m. – 2:40 p.m. (400 minutes)

*\*Any student who takes exams after the Make UP Testing Window will not have their GPA/class rank updated until the end of the first semester of next year.*

## GRADUATION

Students will progress with their cohort each year of high school. If a senior does not earn enough credits to graduate, he/she will be retained as a senior at the start of their fifth year.

The school diploma represents four years (eight semesters) of study. Students who complete minimum graduation requirements in less than eight semesters are encouraged to explore other course offerings of interest to them. However, upon successful completion of all graduation requirements, and with the recommendation of the high school principal, students will be allowed to graduate at the end of the first semester of their senior year. All students must complete the state-mandated tests, including MSTEP, Work Keys and SAT to graduate. Students who graduate early will receive their diploma at the graduation ceremony in June or any time after.

All students who earn the required credits for graduation may walk in the June ceremony. Students who are  $\frac{1}{2}$  credit short of the total needed to graduate may appeal for the privilege to walk, but will not receive their diploma until all credits are earned. Students who are more than  $\frac{1}{2}$  credit short may not participate in the graduation ceremony.

## **2018-2019 Schedule Changes 9th - 12th grade students only**

Every effort will be made to enroll students into courses they have requested for the upcoming school year. However, class size, number of sections available and number of course offerings are obstacles that make it difficult to accommodate every interest of each student. Our number one scheduling priority is to make sure our students are enrolled in the **core classes** that are needed for graduation. Core classes are considered to be English, math, science, social studies, and world languages. It is possible to request a schedule change. There are two levels of schedule change requests for students in grades 9 through 12:

Requests for **LEVEL I** schedule changes using the online form will be reviewed on August 16-17, 2018 and are **ONLY** for:

- Students who do not have seven hours in their schedule
- Seniors who are not scheduled into a course required for graduation
- Students who failed a class and need it added to their schedule
- Students who are scheduled into a class out of order (ex: Spanish II before taking Spanish I)
- Students who have the same class listed twice on their schedule
- Students who have already taken a class they have been scheduled into (Music and Physical Education courses are an exception and students **MAY** be scheduled into it over multiple years)
- Students who are missing a core class (English, math, science, social studies, world language)

Level I requests will be given 1st priority and do not have to be done in person. Level I requests can be made using a **LEVEL 1 Online Request Form**, which will be available on the Guidance & Counseling webpage starting August 13, 2018.

LEVEL II requests for a schedule change are considered to be more of a student preference. Level II requests must be done in person during the scheduled times (see below), or by submitting a **LEVEL II Online Request Form**, which will be available on the Guidance & Counseling webpage starting August 17, 2018.

Schedules will **NOT** be changed for the following reasons:

- Being in a class with friends
- Changing lunches
- You don't like a certain teacher
- You didn't do your summer homework in an AP class

Schedule changes for students in grades 9 through 12 will be done only using the online forms or in person on the scheduled dates and times. **No schedule changes, regardless of the level (or the reason), will be handled through school email.**



## Class of 2016 and beyond

<b>Graduation Requirements</b>		
<p><b>25 total credits must be earned.</b></p> <p>One-half credit is associated with the successful completion of a one-period one-semester course. Listed below are requirements for specific credits within the 25 total credits.</p>		
Curriculum Area	Number of Credits	Required Content & Notes
English Language Arts	4 Credits	Required courses: 1) English 9 or Honors English 9, 2) English 10 or Honors English 10, 3) American Literature or AP English Language, and 4) English 12, Business Literature, or AP English Literature
Mathematics	4 Credits	<ul style="list-style-type: none"> <li>• Required content: Algebra I; Geometry; and Algebra II (may be taken as Algebra II or a combination of Algebra II Survey &amp; Algebra II Lab)</li> <li>• Math or "math-related course" <u>must be taken in grade 12.</u></li> <li>• Fourth credit may be a "math-related" course/credit. These include, but are not limited to, Accounting, Marketing, Physics, and selected CTE</li> </ul>
Science	3 Credits	Required courses: Biology; Physical/Earth Science, and Chemistry, Physics, Anatomy, Forensic Science, or Ag Science
Social Studies	3 Credits	Required courses: World History/Geography, U.S. History or AP U.S. History, Economics (1/2 credit), American Government (1/2 credit)
Physical Education	1 Credit	Required course: Strength Training or PE Lifetime
Health	0.5 Credit	Required course: Health. Typically taken in 9 <sup>th</sup> grade; paired with Business Technology
Business Technology	0.5 Credit	Required course: Basic Business Technology. This course includes an on-line component that satisfied the state on-line learning requirement. Typically taken in 9 <sup>th</sup> grade; paired with Health.
Visual, Performing, Applied Arts	1 Credit	MHS courses meeting state Dept. of Education guidelines for the earning of this credit include: all art, industrial arts, and music courses.
World Language	2 Credits	Students must take two years of the same world language. MHS offers German and Spanish. Students in Class of 2017-2020 may substitute 2 <sup>nd</sup> year of world language by taking an additional credit in visual, performing, or applied arts, or an approved CTE course.
<b>Additional Graduation Requirements</b>		
Requirement	Explanation	
MSTEP	Students must complete all portions of the appropriate state high school assessment (MSTEP, SAT, and/or MI-ACCESS) when scheduled during the 11 <sup>th</sup> grade year. This is part of college and career readiness at MHS.	

## HONOR ROLL

Manchester High school will recognize student and academic achievement with Honor Rolls every nine weeks. High Honors=Students with a 4.00 or higher weighted GPA, Honors=Students achieving a 3.0 to 3.99 weighted GPA with no D's or E's.

### HONORS COURSES

Biology II  
Chemistry  
Honors English 9  
Honors English 10  
German 4  
Pre-Calculus  
Physics  
Spanish 4

### AP COURSES

AP Calculus  
AP English Language  
AP English Literature  
AP U.S. History

## GRADUATING WITH HONORS

Recognition given to seniors will be Summa Cum Laude (with highest honor), Magna Cum Laude (with great honor) and Cum Laude (with honor). Students who graduate with a weighted GPA between 3.8-3.99 will graduate with honor or Cum Laude. Students who graduate with a weighted GPA between 4.0 and 4.19 will receive great honor or Magna Cum Laude. Students who graduate with a weighted 4.2 and above will receive Summa Cum Laude or highest honor.

## VALEDICTORIAN AND SALUTATORIAN

The member of the senior class with the highest grade point average (GPA) using the weighted scale will be declared valedictorian and the senior with the second highest GPA will be declared salutatorian. Should two or more students tie for Valedictorian/ Salutatorian honors, the following tiebreakers will be applied according to the following order:

1. Total number of AP courses taken
2. Total number of college dual enrollment courses taken
3. Standardized test scores (ACT or SAT)
4. Documented extracurricular activities
5. Documented community service

If tie remains, all that are tied will be named valedictorian.

To be considered for top honors as members of the graduating class (valedictorian/salutatorian), seniors must have been students at MHS for the final four semesters of their high school career. Manchester is proud of all its graduates and while a transfer student is awarded credit for successful studies elsewhere, he/she will not be eligible for top honors, unless the above criteria are met. It is important for all graduates to understand that these honors are determined by calculating cumulative GPA's through eight consecutive semesters.

## INDEPENDENT STUDY

An Independent Study program is available provided the following conditions are met:

1. An Independent Study program may not be taken in place of a required course.
2. A student must have attained a very high academic standard in the department in which the application is made.
3. An Independent Study program is available only after all the courses in a particular department have been successfully completed.
4. The Instructional Plan must include learning objectives for the pupil that relate to the EDP. The learning objectives must relate to the board approved curriculum/course, outlining content standards and expectations and must be progressive in nature. The pupil will receive a syllabus, will be given tests and quizzes, and the course will be graded, rather than pass/fail. Independent study classes are not incorporated in the student's GPA or class rank.

Application for an Independent Study program must be made to the teacher with whom the student would like to work. It must include a statement of the purpose of the study, the proposed program of study that the student plans to pursue. Permission from the instructor is required, and the counselor and principal must give final approval. A maximum of two students are allowed per teacher in an independent study and must be done during the teacher's planning period.

MICHIGAN VIRTUAL HIGH SCHOOL COURSES: Manchester High School offers online classes (both traditional and Advanced Placement) through the Michigan Virtual High School (MVHS).

Enrollment in any online course through MiVHS is subject to the approval of the Manchester High School administration and counseling staff. The Michigan Department of Education allows a student to register for up to two online courses per semester.

Common reasons why students may enroll in online courses may include:

- Unavoidable scheduling conflicts
- To take courses not offered by the school
- Student interest(s)/career pathway

Characteristics of Successful Online Learners:

- Self-motivated - Students who can direct their own learning environment, fulfill course requirements and achieve individual academic success.
- Independent learner - The online environment enables students to learn at their own pace, whether it's traditional, extended or accelerated, relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.
- Computer literate - Although it's not necessary to have advanced computer skills, students should possess a working knowledge of electronic email, the Internet and basic keyboarding skills.
- Time management - Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to commit the time to learn.
- Effective writing skills - Students must use electronic email to communicate with their peers as well as their instructors. The ability to write clearly in

order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.

- Personal commitment - Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

Students will be subject to the MiVHS handbook. In addition, students will be subject to the requirements and conditions that are established by Manchester High School for student participation in an online course.

It is the responsibility of the student and his/her parent to communicate with the online course instructor for progress and grading.

Some online classes will require that exams and tests be given in the school setting and be proctored by the onsite teacher mentor. The same policies that are applicable to cheating and dishonesty issues will apply to students in the online environment.

For students taking online courses as part of their regular schedule, students may access a computer during normal school hours. Students are required to do at least one class period worth of online work at school, in addition to independent work outside of the regular school day/week. Students working outside the school setting must be made aware of the need to access equipment that meets the minimum requirements as specified in the online course description.

#### Online Course Guidelines:

- Students will be enrolled in the online class during the regular school schedule.
- Students must apply for enrollment before the enrollment period has ended.
- Students will be subject to regular school procedures for dropping an online class. (Same time frame)



- Attendance guidelines for online classes offered during the school day will be the same as regular classes.
- Students will be subject to the school's Computer Use Policy.
- Students will be subject to the student conduct code while working online.
- There will be a mentor teacher assigned to the student. The mentor is there to help with technical problems, not to instruct the student.
- Grades are reported to MHS by MiVHS as a percentage at the end of the semester. The grade will be calculated into the student's GPA and class rank. Only AP online courses are considered to be weighted. There are no honors online courses.
- Seniors must have second semester FINAL grades reported by their MiVHS instructor at least one week prior to graduation.

## TESTING OUT POLICIES

High School credit will be granted, for any course, to a student who has exhibited a reasonable level of mastery of the subject matter of the course (EXCEPT PHYSICAL EDUCATION) by attaining a grade of at least a 75% in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation.

- Students can test out of either one semester or one full year of a class. If testing out of one full year, student must complete the final exam for each semester of the course.
  - Students must request to test-out by the mid-May deadline each year.
  - Teacher will prepare a syllabus for each class to be given to students and needed course materials and supplies requesting to test-out and students will receive materials before the last day of school.
  - A staff member will administer tests during the week before staff returns to school in August .
  - Teacher must check exams between testing and the first day of school and the student will be notified of the results via their school email.
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1. Students will only be given one opportunity to “test-out” of any course during their high school experience.
  2. Credits earned in this manner will not be factored into the student’s G.P.A. Instead, it will be recorded on the transcript as “TO” for testing-out.
  3. Teachers are not to provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and what additional items (demonstrations, research papers, portfolios) will be required as part of the comprehensive evaluation. A textbook will be made available if desired with an appropriate deposit to check out the book. Students must return the book to take the test-out exam.

## PERSONAL CURRICULUM

To meet graduation requirements, set forth in the Michigan Merit Curriculum, parents and students may request a Personal Curriculum or a PC. The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. The Michigan Department of Education's Information about Personal Curriculums is available [here](#). Any other questions about Personal Curriculum for a student should be directed to the high school principal or counselor.

### **Section II: Attendance and Tardy Policy**

**ATTENDANCE POLICY:** A student's success in school is dependent upon his/her attendance in school. Our goal at Manchester Middle/High School is to have every student present every day for every class. We ask parents/guardians to cooperate with us in reaching this goal.

The Attendance Policy will be as follows:

1. It is the student's responsibility to have a parent or guardian call the office and leave a message, on the day of the absence if it is to be excused or provide the appropriate documentation within 24 hours of the absence.
2. If the parents know at the time of their calling that the absence will extend beyond one day, they should so indicate, otherwise a call will be expected from them each day the student is out. If a call cannot be placed on the day of the absence, then the call must be completed by 3:00 p.m. the following day for the absence to be excused. If there is no home phone, or a valid reason why a telephone call is not possible, a note signed by the parent or guardian must be brought by the student on the day he/she returns, indicating the reason for the absence.
3. A student returning to school without being excused by their parent/guardian will be considered unexcused.

4. If a student's absence is UNEXCUSED that student will not be permitted to make up any assignments, quizzes, or tests missed on the day of the absence. Only students with EXCUSED absences will be permitted to make up missing assignments, quizzes, or tests.

5. It is the responsibility of the student to secure from the teacher all course work missed during an absence. For absences, students will have the same number of school days they were absent to complete course work.

6. Students are allowed 10 absences per semester in each class. On the 11th absences students are in jeopardy of losing credit for each class that they have exceeded the 10 absent limit.

7. It is the student's responsibility to track their absences. On the student's 6th absence a phone call or email will be sent to parents in an effort to notify them of their student's excessive absenteeism. On the 11th absence a letter will be sent to the parents outlining the possibility of their student's losing credit. Attendance can also be tracked daily by using PowerSchool.

8. Students who exceed the 10 absence maximum have two options to retain credit for the effected class/classes.

a. Take the final exam and pass it with a 75%.

b. Make up the time they missed over the 10 absence maximum. Each absence beyond 10 equals 1 hour of time needed to be made up in detention. Detentions are run on Thursdays after school. Students will not be notified about which detention they should attend, it is their responsibility to come to a Thursday detention and sign in with the monitoring teaching.

c. Extenuating circumstances in regards to the attendance policy must go through the high school principal. Extenuating circumstances would include long term illness due to a severe medical condition.

9. School business absences and college visits do not count under this policy.

10. Students who must leave school during the school day for any reason must check out in the office. Any student who leaves the school grounds without first checking out in the office will be considered skipping and will be assessed an unexcused absence in every class which he/she misses.

11. Students found to be skipping must serve detentions, before or after regular school hours at the discretion of the principal. Students will not be allowed to make up work or turn in assignments in the class or classes they have skipped.

## TARDY POLICY

Philosophy: Research has documented that academic success can be directly correlated to good attendance at school. Administrators, teachers, students, and parents must work together to make sure that our students are present and on time to each class every day. Students need to understand that it does matter that they are on time, whether it is to class at MHS, to a college class, or to a job. Therefore, the staff at MHS will enforce the policy as stated below. Students have the first 3 days of school in the fall to find their classes and adjust to their schedule before policy enforcement begins.

### Procedure:

1. Immediately after the bell rings for the start of first hour, teachers will close and lock their doors. No student will be allowed to enter class after the bell has finished ringing.
2. Teachers will mark —locked-out students as absent from class and will immediately report these students to the office.
3. Students should immediately report to the office with their books, where they will spend first hour. Students who fail to report to the office will be considered skipping and will then serve after-school detention.
4. Locked-out students will receive a —0 for work missed during class. They may make up work, but will NOT receive credit toward their grade in the class.
5. Every student is entitled to three —Red Passes each semester. A red pass will admit the student to class as an excused tardy, as long as the student is in class within 10 minutes of the start of first hour. Students can get Red Passes from the office secretary, who will keep track of the date and number of passes issued to each student.
6. Absences will count toward athletic eligibility.
7. No student should be in a classroom to which he/she has not been scheduled.

### Exceptions:

1. Students who have pre-arranged appointments with the office should get a pass to class when they enter the building.
2. Exceptions to the above rule can be made only by the principal.
3. Bus students who arrive late to school will be admitted to class. An announcement will be made by the office if this occurs.

### Policy for 2<sup>nd</sup>-7<sup>th</sup> hours:

If the student is more than five minutes late to any other class, that tardy will become an unexcused absence. A student who arrives at class after the bell rings with a pass signed by another teacher, the counselor, or the principal (or principal's designee) will have an excused tardy. Without the pass, the student has an unexcused tardy. The student has to be in the classroom and should be in his/her seat when the bell begins to ring.

The unexcused tardy policy will be as follows:

1. At the second unexcused tardy to any class in one marking period, the student will receive a verbal warning by the teacher.
2. At the third unexcused tardy and all subsequent tardies in the same class during the same marking period, the student will be issued an unexcused absence, as per the attendance policy.
3. At the fourth unexcused tardy and all subsequent tardies in the same class during the same marking period, the student will be issued an after school detention and receive an unexcused absence. The teacher will assign the next available detention date and submit a student behavior referral to the office.

## **Section III: STUDENT CODE OF CONDUCT & DISCIPLINE POLICY**

### **Safety and Welfare of Students**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment. This policy applies to all Manchester students in grades 7-12.

- a. while on school property both during and outside of regular school hours, and
- b. during participation in and/or attendance at school-sponsored activities which may be conducted off school property.

The following list of disciplinary measures is a range of options that will not always be applicable in every case. Disciplinary Measures Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "lookalikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agree.

## **BEHAVIOR OFFENSES**

### Category A: Misconduct

1. Hitting, pushing, or grabbing others with the willful intention to harass or cause minor discomfort.
2. Threatening, taunting, provoking, and using verbally abusive language toward another student.
3. Inciting others to hit, push, grab, or fight.
4. Action by students in the hall and on the grounds that creates distraction and/or disruption during school hours. This includes loitering during and after school hours, individually or in groups.
5. Refusal to return to class when directed by a teacher or school personnel.
6. Falsifying school forms or records or signatures of teachers, school officials, or parents; perjury; plagiarism.
7. Refusal to obey a clear and responsible order of a teacher or school personnel.
8. Being on parts of school grounds designated as off-limits (e.g., the parking lot during lunch hour).
9. Being in possession of a water-spraying device or other item of potential disruption.
10. Outward showing of affection other than holding hands.
11. Rude/disorderly conduct in the cafeteria including throwing food, leaving food and wrappers on the table and the floor area.
12. Use of profanity in school or at school sponsored events.
13. Skipping classes (see attendance policy)
14. Misconduct at an assembly (student may lose privilege of attending future assemblies).
15. Cheating of any kind will result in a zero on that assignment. A second offense will result in a zero plus additional punishment

### Category A: Corrective Actions

At the discretion of the principal, any of the following may be used, alone or in combination: Students must be aware that repeated offenders will be handled more severely.

- Parents contacted
- Detention, before or after school, or during the lunch hour.
- Isolation from school and or extracurricular activities for a period not to exceed ten school days.
- Counseling and review of academic needs.
- Alteration of schedule.
- If the student is involved in repeated Category A offenses and other corrective actions have failed, the principal may suspend the student for up to five days.
- If the student is suspended three times within a year for repeated Category A offenses, the principal may recommend to the Superintendent that the student be expelled.



### Category B: More Serious Offenses

1. Chronic and serious disruption of learning in more than one class in which a student is enrolled.
2. Disrespectful behavior (i.e. speech, tone, or gestures towards school personnel, and/or school property as well as insubordination.)
3. Stealing or damaging the property of others.
4. Fighting and/or assault.
5. Vandalism, or the willful destruction of property.
6. Obscene behavior.
7. Arson.
8. Carrying of weapons or look-alike weapons.
9. Extortion.
10. Possession or use of fireworks.
11. False fire alarms
12. Use and/or possession of any tobacco product or lighting devices. This includes ecigarettes, Vapes, and all other look-alikes
13. Sexual Harassment.
14. Any Threats( Bomb, ets...)

### Category B: Corrective Actions

At the discretion of the principal, any of the following may be used alone or in combination:

- Parent conference
- Contact legal authorities.
- Suspension for up to ten days.
- Student placed on probation. Any violation of the discipline policy will result in expulsion.
- Immediate recommendation for expulsion.

### Category C: Dangerous or Illicit Substances

1. The use and/or possession of drugs (including marijuana and prescription drugs not issued specifically to the student by a physician) on school grounds or at a school-sponsored activity.
2. The use and/or possession of alcoholic beverages or illicit substances on school grounds or at a school sponsored activity.
3. The sale and/or distribution of either drugs or alcohol on school grounds or at a school-sponsored activity.
4. Students may not be on school grounds while under the influence of any illegal substance. Students attending any school activity while under the influence will be subject to Category C: Corrective Actions.

### Category C: Corrective Actions

1. For use and/or possession, immediate suspension from school and school-related activities for five days. Also, the school requires immediate referral for evaluation to Student Assistance Program or other authorized clinic.
2. For second offense for use and/or possession, immediate suspension and recommendation for expulsion.
3. For sale and/or distribution, possession, contact legal authorities, immediate suspension and may recommended for expulsion.

## **SEARCHES OF MOTORIZED VEHICLES, LOCKERS AND STUDENTS**

Searches are covered in MCS Board Policy

### **Searches of Motorized Vehicles, Lockers, and Students**

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

#### **Students**

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee are authorized to search students. All searches shall be carried out in the presence of an adult witness.

#### **Communication Devices**

**Reasonable suspicion that a communication device has been used to violate District policies or administration guidelines shall be subject to disciplinary action and may result in the communication device being confiscated and law enforcement agencies notified.**

#### **Strip Searches**

No strip searches shall be conducted by school authorities.

#### **Law Enforcement Searches**

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

#### **Use of Canine (Dogs)**

The Board authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in the school. This means of detection shall be used only to determine the presence of drugs in locker area and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parent/guardian permission has been obtained prior to the search.

## **Searches of Motorized Vehicles, Lockers, and Students**

### Search of Lockers

The lockers in the schools of the District shall be under supervision of the building Principal or designated representative. Students are to use lockers only for school-related materials and authorized personal items, such as outer garments, footwear, grooming aids, or lunch. Students are not to use lockers for any other purpose unless prior authorization has been obtained from the Principal or designee. Students are responsible for the content of their lockers and should not share lockers, or divulge locker combinations unless authorized to do so.

The building Principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He/She may search any locker at any time. Such search may be made without notice to the student to whom such locker has been assigned. Random searches will be conducted. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Law enforcement officers may be asked to assist, but school officials must supervise searches that school officials instigate pursuant to policy 8130.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the Principal shall immediately take such person to the student's locker and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the Principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained.

If the building Principal is not of the same opinion, he/she shall not participate in the search, but shall allow the law enforcement officer to proceed on his/her own responsibility. The Principal shall report the incident to the Superintendent who may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

### Search of Motorized Vehicles

The building Principal or designated representative may search any motorized vehicles brought onto school premises by a student at any time upon reasonable suspicion that the motorized vehicle contains an item(s) hazardous to the health, safety and welfare of students, personnel or property. These items include but are not limited to firearms, explosives, liquor, flammable material, dangerous weapons, narcotics or other matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student. Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their parking/driving privileges and shall be subject to further disciplinary action up to and including long term suspension or expulsion.

## **Searches of Motorized Vehicles, Lockers, and Students**

Prohibited items recovered from motorized vehicles shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

### Search of the Person

When it has been determined by the building Principal that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building Principal's office. This determination may be based on any information received by the building Principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the Principal's office, the student shall be advised of the reason why he/she has been ordered to report to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items that the building Principal believes may be connected with illegal activity may remain in the custody of the building Principal, until such items are turned over to law enforcement officials, and if this is done, the Principal shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the building Principal shall notify the student's parent(s)/guardian(s) and request that they come to the school at once. The building Principal shall advise the parent(s)/guardian(s) of the situation. If the parent(s)/guardian(s) of the student are unable to persuade the student to comply, the parent(s)/guardian(s) and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency. If the parent(s)/guardian(s) refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building Principal shall notify law enforcement officials and inform them of the facts, which give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if law requires a warrant. Once the building Principal has relinquished control of the student to the law enforcement officials, the building Principal or representative shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property.

## **INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL**

It shall be the policy of the District that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The District's administrators shall at all times act in a manner which protects and guarantees the rights of students and parent(s)/guardian(s) and shall cooperate with law enforcement officials as provided in

### **SUSPENSION**

The following procedure will be followed in suspending students:

1. The student and principal will discuss the problem.
2. The student will be notified that he or she is suspended.
3. The parents will be contacted by phone or by letter.
4. During the period of suspension, a student will not participate in any activities sponsored by the school.
5. Any student or parent/guardian who would like to appeal regarding a suspension may state his or her case in writing to the Superintendent of Schools. If the student or parent/guardian desires to continue this appeal beyond the superintendent, the appeal may be taken to the Board of Education.
6. In the event of the principal's absence, a designee of the principal or the superintendent will have the authority to suspend. Any reference to the principal above will also refer to the designee or the superintendent.
7. When suspended, the teacher will be notified and the student may make up work missed; credit shall be awarded to the student for any work completed during the suspension.

### **Procedures for Expulsion or Suspension in Excess of Ten Days:**

For the purpose of this policy, —expell and —long-term suspension will follow the same steps.

Upon recommendation of the Superintendent, the Board of Education may expel a student from school. The Superintendent will give the student and his/her parent or guardian written notice of the recommendations for expulsion. This notice is to include reasons for the recommendation.

Upon request, the student and parent or representative will have an opportunity to appear before the Superintendent to challenge his/her action, or to otherwise explain the student's actions. The administrator cannot order such a hearing in the event the student and parent(s) choose not to attend.

The written notice of recommendation for expulsion to the Board of Education must state the time and place for the hearing. Students have the right to counsel at the hearing, and may request the hearing be held in private. The official notice of the Board's decision will be mailed to the parent or guardian within 24 hours.

**Formal Hearing Procedure, Suspensions and Expulsions: Please refer to Board Policy**

## **SECTION IV: GENERAL STUDENT INFORMATION & GUIDELINES**

### **ANNOUNCEMENTS**

Announcements are made through the PA system daily. It is advantageous to give your undivided attention to all announcements. All announcements, whether printed or verbal, must be in writing on forms available in the high school office. Announcements must be legible, dated, edited and signed by a faculty member. Announcements for the daily bulletin must be turned in to the administrative office by second period.

### **APPEARANCE POLICY:**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

The primary responsibility for the appearance of students rests with the parents and students themselves. The Manchester Schools does require certain standards based upon health, safety, and cleanliness to maintain orderly function of the school.

Students must meet **safety** and personal protection requirements of classes such as science labs, shop classes, etc.

Students and clothing must be **hygienic**.

Students must wear footwear.

Following **State law**, student clothing may not promote illegal substances, or other things that are illegal to minors.

### **Basic Principle 1: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

### **2. Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

### **3. Students May Wear, as long as these items do not violate Principle 1 above:**

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

### **4. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

## **CAFETERIA RULES & GUIDELINES**

The following rules are to be adhered to in the cafeteria during the lunch period:

1. Eating shall be confined to the tables placed in the cafeteria
2. NO misuse of food and beverages
3. Normal table manners are expected
4. Students are responsible for table clean up – everyone at the table is to make sure the table is clean.
5. Only students with teacher passes will be allowed to leave the cafeteria/media center.
6. There will be no food or drink on the bus by consortium student or in media center

## **FUND RAISING**

See the Athletic Office forms, policies, and procedures.

## **LOCKERS**

Each student is responsible for the locker assigned to him/her. It is on loan to the student by the school. It is expected that it will be kept neat and clean. Upon authorization of the Administration, lockers may be searched. Authorization is given only when there is good reason to believe that the locker contains stolen property or items detrimental to the health and welfare of students attending MHS. Locker combinations must be kept confidential. Lockers will not be changed except for unusual circumstances. Students are to use their individual assigned lockers. Also, personal combination locks or padlocks are not permitted on hallway lockers. Students will be fined \$5.00 for all lockers and locks that are not maintained in an appropriate matter. A \$5.00 fee will be charged to students who have not cleaned out their locker by the 2:41 p.m. on the last day of school.

The hallway lockers are the property of the school. Decorations must be approved by the main office. Decorations will be taken down on November 30th, March 30th, May 30th. If the decorations are for an event like a dance or game, they must be taken down promptly after the event. It is the organizers' job to take down their decorations.

## **CELL PHONES**

Cell phone use is at the teacher's discretion.

In testing situations, students may be prohibited from having cell phones with them in classrooms.

## **PHOTOGRAPHING STUDENTS**

In Michigan, it is a crime to use any electronic device to take photographs of or otherwise record individuals without the consent and knowledge of the person entitled to privacy. Violation of this rule will result in suspension or expulsion. (category B)



## DANCE POLICIES

Any group sponsoring a school dance must complete a SOCIAL EVENT REGISTRATION FORM and return it to the office no less than seven days prior to the event. At dances, the following rules will be enforced:

1. All in attendance will be expected to follow proper social behavior.
2. Students must face each other when dancing.
3. Students who attend must AT LEAST be in the 9<sup>th</sup> grade.
4. Students over the age of 21 who wish to attend a high school dance must meet with the high school principal in the week leading up to the dance.
5. Students who leave the building during a dance will not be readmitted.
6. Those attending as guests of MHS student must be in the 9<sup>th</sup>-12<sup>th</sup> grades and be signed up on the guest list in the office one week prior to the dance. No names will be added to the list at the door during the dance. Students will not be allowed in the halls beyond the study auditorium area to go to lockers.
7. Those guilty of smoking, drinking or taking drugs will be dealt with in accordance to the stated policies.
8. Those asked to leave for infraction of rules will not be refunded the admission price.
9. Those found in the dance that have not paid admission will be removed and not allowed to return.
10. Failure to abide by the rules can result in student's losing the right to attend future dances.
11. Dance Dress Code: Must adhere to school dress code policy

Formal: Female - Dresses can be with or without straps. Straps may be of any size.

Dresses can also be backless. There can be no midribs showing. Dresses must be no shorter than fingertips held at sides. 2 piece outfits are not considered formal.

12. Male – some type of dress pants and dress shirt is required. Jeans, shorts, and tank tops are not permitted.
13. If someone chooses to wear a formal outfit at a —casuall dance, formal dress code will apply.
14. Students and guests may be asked to leave if they are inappropriately dressed. Sexually suggestive dancing may result in consequences. Parents will be notified. These guidelines apply on and off the dance floor.
15. Sexually suggestive dancing includes but is not limited to:
  - Straddling legs.
  - Bending over.
  - Touching of breasts, buttocks, or genitals.
  - Making out (overt and/or prolonged public displays of affection).
16. No students will be admitted if they arrive more than 1.5 hours after the dance starts.
17. All students MUST bring a photo ID to be admitted.
18. All guests must be signed up one week prior to the dance

## **LOST AND FOUND**

Lost items should be reported to the high school office as soon as possible. Articles that are found should be turned in to the office where they will be kept for a reasonable amount of time.

## **MEDICATIONS**

**The following guidelines are followed when any student must take medication at school:**

- ◆ All medicine brought to school must be left in the high school office and dispensed from there only.
- ◆ A written medication request form from the student's physician, signed by the physician and the parent, must be presented to the high school secretary.
- ◆ Medication will be stored in a locked cabinet. Medication will be given in the schools only as prescribed by a physician.
- ◆ Medication such as aspirin and other over-the-counter remedies are not kept in the office for students' use. Students must bring in type of medication.

## **PARKING**

Any Sophomore/Junior/Senior who drives to school must secure a parking permit from the high school office for a fee of \$10.00. Permits must be displayed in the vehicle while on school property.

The following rules will be followed to maintain driving privileges:

1. ALL students must park in the front parking lot during school hours. This is to ensure safety and security of all students in the school. After school hours, students may move their cars to the back parking lot.

2. Students are to park in assigned spots and must be in appropriate rows as designated by the flow of traffic.

1st offense- a verbal warning and written notification to parents.

2nd offense- car towed at owner's expense and written notification parents.

3. It should be clearly understood that administration may revoke any driving privileges if a student's actions appear detrimental to academic

progress or the safety of others.

4. Reckless or careless driving on school grounds is prohibited and will be reported to Administration for appropriate action.
5. Upon arrival at school, your car must be locked and you should enter the building immediately.
6. During the school day, the parking lot is an unauthorized area. If a student must go to the vehicle, a pass will be required.
7. ALL parents, guardians, friends, and family members who drop off/pick up students must stay in the straight driving strip or Parent Pickup Drive that runs parallel to Dutch Drive. No “picking up” cars should come into the parking lot before or after school. The Washtenaw County Police will be working with Manchester High School on the enforcement of this policy. This is for the safety and security of our students, parents, guardians, friends, and family members.
8. No students shall park in the visitors’ spots in the front of the student parking lot. These spots go over seven spots from the handicapped spots. These spots are for visitors ONLY. Any students parked in these spots may be ticketed or towed.

## TELEPHONES

Students are required to make all land line phone calls from the student phone in the office. Students are **NOT** to use classroom phones.

## PERSONAL TECHNOLOGY DEVICES

Due to the disruption to the educational program and potential for theft, personal music players may not be worn or used in MHS classrooms without teacher consent. Students can bring their wireless computers to school and use the school’s wireless network. For personal music devices, the school does not recommend bringing these devices to school; however, if students do make that choice, it is up to the student to keep track of the device. Personal music devices are small and easy to misplace/lose. If a personal technology device (music or wireless computer) is misplaced/lost, then a report will be made to the police department. The school will fully cooperate with any police investigation. ***Students and parents should understand that if all personal technology devices are brought to school at the student and at the family’s own risk.***

## **RESTROOMS**

The four-minute period between classes is ample time for use of restrooms and locker visits. Loitering in the restrooms is forbidden. Students will ask permission from their next-period teachers before extending restroom privileges.

## **TECHNOLOGY USE**

All students must sign a technology use form and adhere to the guidelines for maintaining computer/internet privileges. Computer vandalism will result in fines to pay for damaged items. Students have an allowed printing allowance for the year. Once students exceed this limit, they will be charged for continued printing.

## **TELEPHONES**

Students will not be excused from classes to make telephone calls except in emergencies. Students will need written permission from their classroom teacher to use the office phone for these emergencies. Office phones are to be used in emergency situations only. Classroom phones are to be only used by the classroom teacher. Students are NOT to use classroom phones. Students will not be called from class for phone messages.

## **Transportation and Athletic Rules listed on their websites**

## **TEXTBOOKS**

Textbooks are provided free of charge for all students requiring textbooks in their classes. All textbooks remain the property of MHS. Each student is responsible for the care and return of all textbooks checked out to him/her. All students must return textbooks in a reasonable condition. If a student loses a textbook, or damages one beyond use, a replacement charge will be made. Students are expected to take care of any financial obligations for books before they can receive report cards or schedules. All books will be checked in at the conclusion of the course, at which time the replacement charge will be assigned to them.

## **SECTION V: STUDENT SERVICES**

### **CAREER RESOURCE CENTER**

The Career Resource Center and the Michigan Occupational Informational System (MOIS) is located in the Media Center. Counseling office also provides information.

### **CAREER TECHNICAL CENTER**

The South & West Washtenaw Vocational Consortium offers the opportunity for selected juniors

and seniors to acquire meaningful skills for entry into occupational areas in which jobs are available. Students can attend either the morning or afternoon sessions along with students from Chelsea, Dexter, Lincoln, Milan, and Saline. Transportation is available via bus for all programs except Cosmetology. Students are not allowed to drive or ride with a student driver without written permission from the Principal or designee. Driving to a vocational class without administrative approval will result in the following suspensions. *1<sup>st</sup> offense* 1 day OSS, *2<sup>nd</sup> offense* 2 day OSS, *3<sup>rd</sup> offense* 3 days OSS. Suspension includes both consortium and MHS classes.. Those students who are interested in vocational classes should see their counselor for additional information, brochures and application forms. There are occasions when students request a particular vocational class and allotted slots are not available. In these cases, it will be up to MHS to determine which students will be selected for those slots. The Cosmetology staff on the basis of a personal interview and a test chooses cosmetology applicants. The following criteria, ranked in order of importance, will be used in the selection process to enroll the consortium in:

- **All applications for vocational classes and class registrations must be completed and turned in to the counseling office by the stated deadline.**
- **Must fill out CTE/AP contract.**
- **High school attendance record will be evaluated. Those students with the best attendance and fewest Tardies will be given priority.**
- **Seniors will be given preference over juniors.**
- **Appropriateness of vocational selection will be considered.**
- **First year students will be given preference over second year students.**
- **Prerequisites, if necessary, will be considered.**
- **Previous interest shown in a career will be evaluated.**

## **COLLEGE ADMISSIONS**

Students who plan to enter college should familiarize themselves with the various entrance requirements of colleges and plan their high school courses accordingly. The counselor will help students plan their courses. Application forms and financial aid applications for most Michigan colleges are available online and the school counselor will assist students with the application process. Students can request that MHS sent their transcripts to various colleges through [www.parchment.com](http://www.parchment.com). Representatives from various colleges visit Manchester High to see students about educational opportunities offered. A list of visitation dates will be posted in the counseling office. Each senior will be allowed two visitations and each junior will be allowed one, unless special arrangements are made with the counselor. Individuals will need to be signed up at least one day in advance in order to see a college representative. The Counseling Office offers parent meetings to answer questions pertaining to the forms.

## **CO-OP PROGRAMS**

A Co-Op program is available for students in the 12<sup>th</sup> grade. In order to be a Co-Op student, that student must have already taken a vocational education class or be enrolled in such a class. A Co-Op student may be released from not more than three class periods to report to a job for which the student will receive credit.

All students enrolled in these programs must familiarize themselves with the regulations for the programs and abide by them. Failure to do so could result in being removed from the program. All rules are explained to students at the beginning of each school year.

1 hr. release = .50 cr./sem. = 13 hrs/wk/mo.    2 hr. release = 1.0 cr./sem. = 18 hrs/wk/mo.    3  
hr. release = 1.5 cr./sem. = 23 hrs/wk/mo.

## **COUNSELING**

The counseling department assists students with course selection, program planning, testing administration and interpretation, college planning and financial aid, personal and social problems, academic difficulties, decision-making, vocational planning, job placement, and employment recommendations. Students who wish to see the counselor should make an appointment. Parents are encouraged to become acquainted with the counselor and are invited to call the school for an appointment.

The professional responsibility of the school counselor is to fully respect the right of the privacy of those whom they enter counseling relationships. Professional school counselors must keep abreast of and adhere to all laws, policies, and ethical standards pertaining to confidentiality. This confidentiality must not be abridged by the counselor except when there is clear and present danger to the student and/or other person.

## **MEDIA CENTER**

The Media Center is the academic hub of the school, offering individuals a place to study, and read. Students are encouraged to use its resources which include books, periodicals, computers, audiovisual equipment, and conference rooms for small group study. The Media Specialist/parapro is available to assist those needing help. There is a two-week loan period for books. Magazines and vertical file items are loaned on an overnight basis. Borrowing privileges will be curtailed for a student having overdue materials. Students accept personal responsibility for items loaned to them and will be charged replacement costs for lost or damaged items. Please respect the rights of others by returning materials promptly.

## **MILITARY INFORMATION**

Students who desire information regarding military service may register in the counseling office to meet with recruiters. The counseling office also provides books, pamphlets, etc. with military information on all branches of the service. Pursuant to School Board policy and NCLB legislation the counseling office will release class rosters to military recruiters.

Representatives from various branches of the military visit Manchester High to see students about educational/career opportunities offered. A list of visitation dates will be posted in the counseling office. Each senior will be allowed two visitations and each junior will be allowed one, unless special arrangements are made with the counselor. Individuals will need to be signed up at least one day in advance in order to see a military representative.

## **STUDENT ASSISTANCE - SCHEDULING**

Student schedules will be developed in the spring with cooperative effort from the student, parents, and counselor. Schedules should be developed to meet the career pathway goals of the student. Every effort will be made to make schedules available to students before school begins. Once a student has a schedule, few, if any, schedule changes may be effected. All students will have a full 7 hour schedule.

**First priority for schedule changes are:**

- **To complete a full 7 hour schedule**
- **To ensure graduation requirements**
- **To accommodate the failure of a prerequisite course**
- **To compensate for changes in the master schedule**

## **STUDENT ASSISTANCE - TESTING**

In order to evaluate achievement and ability of students, MHS administers several tests, as follows:

9<sup>th</sup>: PSAT 8/9

10<sup>th</sup>: PSAT 10

11<sup>th</sup>: PSAT, SAT, Work Keys, MME

Armed Services Vocational Aptitude Battery

## **WORK PERMITS**

Work permits, necessary for most student jobs, may be secured in the High School Office. It is expected that you will have completed the necessary forms for a work permit before you start working. One work permit is good only for a specific job; anyone who changes jobs must get a new work permit.



## **SECTION VI : MISCELLANEOUS INFORMATION**

### **CLOSING OF SCHOOL—INCLEMENT WEATHER**

In cases of severe weather which may lead to school being closed, students and parents are asked to tune to one of the following: web: <http://www.mcs.k12.mi.us/>. TV: WXYZ Channel 7, WDIV Channel 4, WJBK Channel 2, and WILX Channel 10. Radio: WJR 760, W4-Country 103, WKQI 95.5, Q 106. We ask that you please do NOT call the school because it will be necessary under these circumstances to keep as many phone lines open as possible.

### **COMPUTER USAGE POLICIES**

**PLEASE NOTE: All users must have a signed Acceptable Use Policy before any access to the computer network. Policy must be signed by student and parents/guardians.**

Computing and information systems serve a large number and variety of users—students, faculty, and staff members and outside clients. Every member of Manchester High School has two basic rights regarding computing—privacy and a fair share of resources. It is unethical for any person to violate these rights. All users, in turn, are expected to exercise common sense and decency with regard to the Manchester High School's computing resources. Unacceptable uses of these resources will result in the suspension or revoking of these privileges, as well as discipline and/or monetary consequences. In general, the use of the computers, network, and the Internet, etc. for any purpose not directly related to your current MHS educational program is NOT ALLOWED. Examples of such unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wastefully using finite resources, 100 pages per semester per student.
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the author's consent
- Posting anonymous messages
- Destruction of computer hardware or software
- Using the network for pornographic material
- Giving out a personal account number
- Repairing a computer without supervision/permission of an authorized staff member
- Installing software or using personal disks of any kind
- E-mail inconsistent with the teacher's guidelines, downloading files or software from the internet, making any changes to the background including wallpaper, resolution, etc. , instant messaging, chat rooms, playing games on the internet and printing for personal business

## **COMPUTER VANDALISM POLICY**

Due to the complexity and cost of technology within the Manchester High School, when any student action results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student.

**Equipment:** If a student damages the equipment and service is required (i.e., switching keys on the keyboard, changing dip switches, removing track balls from mice, etc.), the student will pay for the service call (and/or equipment replacement) and will be assigned to Misconduct Detention. A second offense relating to equipment damage will result in the student paying for the service, receiving an —F,II and being removed from the class.

**Files:** If a student is in a file or part of the program where he or she does not belong, the teacher will assign misconduct detention. If a student gets into a file or a part of the program that results in a service call, and the technician can directly connect repair to the student's actions, the cost of the service will be incurred by the student, and the student will receive an —FII and be removed from the class.

**Disks:** if a student's disk becomes unusable other than through normal usage, the student will replace the disk. If a student ruins another student's disk, the student must replace the disk and will be assigned detention.

## **FIRE AND TORNADO DRILLS**

A notice of where students are to go during a fire or tornado drill will be found in each classroom posted near the light switches at the room's entrance. During a fire drill, students would remain silent while leaving the building in case emergency announcements have to be made.

## **PESTICIDE APPLICATION**

The Manchester Community Schools have contracted with Aardvark for periodic application of pesticides at each of the school buildings and Pleasant Lake. The word —pesticidell is derived from words meaning, —to kill a pestll. That is what almost all pesticides do; they kill weeds, disease organisms, insects, mites, nematodes, and other pests. Aardvark sprays monthly (usually on a Friday) and posts stickers on the main doors of each building for up to 48 hours - so that anyone entering the building will be able to see if spraying has occurred. If allergic to any pesticide, you should contact the building principal at 428-7333

## **DISSIMULATION AND DISTRIBUTION OF POLICY**

This policy shall be included in student handbooks and shall be disseminated to all parents/guardians of both elementary and secondary students.

This policy shall also be distributed annually to all employees, volunteers, and contractors of the District.

Inquiries regarding this policy shall be directed to the superintendent of schools.

Any inquiries regarding the obligations of the District under Title IX of the Education Amendments of 1972 may also be forwarded to the Director of the Office of Civil Rights of the United States Department of Education.

## **MANCHESTER COMMUNITY SCHOOLS - Notice of Nondiscrimination Policy**

The Manchester Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Manchester Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Any question on Title VI which prohibits discrimination on the basis of race, color, or national origin, Section 504 which prohibits discrimination on the basis of handicap, Title IX of the Education Amendments, and Title II of the Americans with Disabilities Act should be directed to: Superintendent, Manchester Community Schools, 410 City Road, Manchester, Michigan 48158, (734) 428-9711

## **COMPLAINT/GRIEVANCE PROCEDURE**

- Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the American Disabilities Act.
- Section I — If any person believes that the Manchester Community Schools district or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: **Ms. Shanna Spickard, Manchester Community Schools, 710 City Rd,**

Manchester, MI 48158, (734) 428-9711.

- Section II — The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:
- Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.
- Step 2: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. The Board president may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The Board of Education's decision shall be final.
- At any time or point in the grievance process, complainants have the right to file a complaint with the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights, 600 Superior Avenue, Suite 750, Cleveland, OH 44114, (216) 522-4970 phone, (216) 522-2573 fax.

- The local Coordinator on request will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Central Office, Ackerson Building.

### **Education Project- Support for students and families in temporary living situations**

The federal McKinney-Vento Homeless Assistance Act, reauthorized in January of 2002, guarantees that students who are in temporary living situations or homeless have equal access to the same appropriate public education provided to all.. Resources are available to see that students have access to school and benefit from education. Please contact your building counselor, school social worker or Michelle Allison for more information. 428-9711 ext. 1005 or e-mail [mallison@mcs.k12.mi.us](mailto:mallison@mcs.k12.mi.us). You may also contact the Washtenaw Intermediate School District (734) 994-8100, x1518.

### **Child Find/Project Find**

In Michigan we know that education begins at birth. We also know that some of our children need extra help or other related special services along the way. That's why Michigan's special education system helps children as young as newborns and up to age 26.

Project Find provides information about special education programs and services and helps to arrange free evaluations to find out if a child is eligible for extra help from any of Michigan's public schools.

If a child you know is struggling in school or has a physical, emotional or communication problem that might prevent success in school, call Project Find. We're here to help. Contact your building principal or call 1-800-252-0052, visit [www.ProjectFindMichigan.org](http://www.ProjectFindMichigan.org) or contact Kathleen Lixey, your local Project Find Coordinator, at 734-428-9711.

### **VISITORS**

All visitors must report directly to the main office to receive permission to be on the school grounds. According to the new safety guidelines, student visitors are not allowed unless they are part of an organized and pre-arranged student exchange program. Currently, the two approved programs are the German exchange program and the potential student program